



PERFORMANCE RATING REPORT
REPUBLIC OF PALAU
NATIONAL GOVERNMENT

ROP-PERS-003

Employee's Name (First, Initial, Last)	Title, Pay Level
Department	Period Covered (From, To)

INSTRUCTIONS: Prepare in triplicate. Consult detailed instructions in the Performance Rating Instructions to Rating and Reviewing Officials. Rate elements 1 to 4. Rate supervisors on element 5 as well. Additional comments and elements may be added in item 6 and on the reverse side if important requirements of the job are not adequately covered in elements 1 to 5. Any rating element marked "Exceptional or Unsatisfactory" must be supplemented with an explanatory statement.

RATING ELEMENTS			INDICATE BY "X"			
			Unsatis- factorv	Satis- factorv	Good	Excep- tional
1. Volume Of Work	Degree to which quantity of work turned out meets requirement.	Consider: Amount of work produced; rate of progress on assignments.				
2. Quality	Degree to which quality of the work meets requirements	Consider: Accuracy, precision, completeness, and acceptability of work.				
3. Work Habits	Degree to which employee facilitates work of others	Consider: Organization of work; observance of rules and procedures; observance of safety rules; cooperation and tact conduct on the job, dependability.				
4. Work Attitude	Degree to which employee applies himself to job	Consider: Enthusiasm for the work, acceptance of supervision; adaptability to changing conditions; willingness to accept responsibility.				
5. Super- Visory ability	Degree to which supervisor obtains results from those under his supervision.	Consider: Effectiveness in directing and reviewing the work of others; establishing standards of performance, training subordinates, and delegating authority.				
6. Other (Specify)						

