

STAFF-IN-CONFIDENCE (After first entry)

Department of Defence

AC 740-1
Revised Jun 2004

Executive and Senior Executive Officer
Appraisal and Development Report

Assessment Insert for COL(E)

Subject officer's details

Service number	Given name(s)	Family name
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Part 4A - Assessed officer's rated performance

- Consider each performance area separately.
- Tick the box which best describes the officer's observed performance.

Social/Political Acumen Political, diplomatic, networker, liaising.	Social/Political acumen was impeccable. Although others may do it differently, they could not do it better.	<input type="checkbox"/> Outstanding
	Demonstrated excellent social/political acumen. Used acumen to achieve superior results in terms of overall strategic objectives.	<input type="checkbox"/> Excellent
		<input type="checkbox"/> Very good
	Demonstrated good social/political acumen. Saw the general implications of operational decisions in terms of overall strategic objectives.	<input type="checkbox"/> Good
	Generally had difficulty applying social/political acumen to any real effect.	<input type="checkbox"/> Satisfactory
		<input type="checkbox"/> Disappointing

Applied Intelligence Street smart, quick thinker, insightful, strategic, adaptable, good judgement, innovative, creative, reflective, knowledgeable, astute, foresight, global awareness, perceptive visionary.	This aspect of work performance was virtually flawless. Although others may do it differently, they could not do it better.	<input type="checkbox"/> Outstanding
	Demonstrated excellent applied intelligence. Clearly demonstrated a superior ability to analyse, distil and integrate the most complex issues.	<input type="checkbox"/> Excellent
		<input type="checkbox"/> Very good
	Demonstrated good applied intelligence. Able to analyse, distil and integrate complex issues.	<input type="checkbox"/> Good
		<input type="checkbox"/> Satisfactory
	Had difficulty analysing, distilling and integrating complex issues.	<input type="checkbox"/> Disappointing

Leadership Motivational, charismatic, catalyst, accepts responsibility for subordinates, people-oriented, facilitator, mentor, inspires respect, trusted, empowers subordinates, team builder, calming.	Displayed impeccable leadership skills. Although others may do it differently, they could not do it better.	<input type="checkbox"/> Outstanding
	Led, inspired and motivated those around them to achieve results of the highest standard.	<input type="checkbox"/> Excellent
		<input type="checkbox"/> Very good
	Directed, supervised and influenced those around them to achieve good results.	<input type="checkbox"/> Good
		<input type="checkbox"/> Satisfactory
	The quality of leadership demonstrated resulted in a workforce that was not sufficiently productive or motivated to effectively meet assigned organisational objectives.	<input type="checkbox"/> Disappointing

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Personal Style/Approach Organised, planner, flexible, dedicated, parsimonious, self-initiating, outcome-oriented, accountable, conscientious, high achiever, sets high standards, fair, enthusiastic, reliable, change-oriented, risk taker, risk aware, confident, copes with pressure, able to assess people's fit in the organisation, identifies customer/client needs, comfortable with complexity and ambiguity.	This aspect of work performance was virtually flawless. Although others may do it differently, they could not do it better.	<input type="checkbox"/> Outstanding
	Personal style/approach adopted for assigned tasks was optimal. As a consequence achieved superior results for all assigned tasks.	<input type="checkbox"/> Excellent
		<input type="checkbox"/> Very good
	Personal style/approach used was effective. Achieved good results.	<input type="checkbox"/> Good
		<input type="checkbox"/> Satisfactory
	Personal style/approach adopted was not always appropriate. Style adopted had consequences for task completion.	<input type="checkbox"/> Disappointing

Assessing Officer's overall opinion

This is an important rating which should be consistent with your entire assessment. Before selecting an overall opinion rating, **re-read your entire assessment of the officer so far**, consider his or her achievements and read the following statements which describe each rating. Having done this, select the rating which you believe best describes the officer's job performance.

Outstanding job performance with no lapses. Made an exceptional contribution. Although the job may be done differently, it could not have been done better. Demonstrated beyond doubt the ability to go to the highest Star Ranks.	<input type="checkbox"/> Outstanding
	<input type="checkbox"/> Exemplary
Superior job performance with no lapses. Made a major or significant contribution in virtually all performance areas. Clearly demonstrated the ability to go to the highest Star Ranks.	<input type="checkbox"/> Superior
	<input type="checkbox"/> Excellent
Commendable job performance. Lapses were rare and of no consequence. Made an appreciable contribution in virtually all performance areas. Job performance clearly established suitability for employment at Star Rank.	<input type="checkbox"/> Commendable
	<input type="checkbox"/> Very good
Performed the job well but without distinction. Lapses were of a minor concern. Made a more than adequate contribution in virtually all performance areas. Job performance during the reporting period indicated that the officer should be considered for Star Rank.	<input type="checkbox"/> Good
	<input type="checkbox"/> Sound
Performed the job satisfactorily but without distinction. Made a useful contribution in virtually all performance areas. Suitability for employment at Star Rank not clearly established during reporting period.	<input type="checkbox"/> Satisfactory
A disappointing performance. Suitability for employment at Star Rank not established during reporting period.	<input type="checkbox"/> Disappointing

Assessing Officer

Signature	Printed name	Rank	Service number	Date
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Assessed officer's acknowledgement
 I have sighted the Assessing officer's ratings.

Signature	Date
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