

# STAFF-IN-CONFIDENCE (After first entry)

AC 833-14  
Revised Feb 2008



Department of Defence

## Preliminary Review of Performance (PRP) for ADF Officers

*The Preliminary Review of Performance is a vital component of the ADF officer appraisal system. Its purpose is to provide feedback to each individual officer, identify strengths and weaknesses and provide constructive guidance for the remainder of the reporting period.*

### Part 1A - Personal and job details

Employee ID	Worn rank	Family name	Given name(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Corps or specialisation	Job title and unit or ship		Substantive rank
<input type="text"/>	<input type="text"/>		<input type="text"/>
Signature of assessed officer	Period start date	Date PRP raised	Signature of designated assessor
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Part 1B - Agreed goals (Recorded at the beginning of the reporting period)

### Part 1C - Guidance for assessors

1. You must be the assessed officer's designated assessor and normally at least one rank higher.
2. For detailed guidance on policy and procedure, consult Defence Instructions (General) Personnel 10-5.
3. At the beginning of the reporting period, record the goals agreed between the officer and the assessor.
4. You must have observed the assessed officer's performance for at least six weeks before conducting the preliminary review of performance. There may be more than one formal review (PRP) during the reporting period.
5. Do not attempt to compare the assessed officer's performance with that of any other officer.
6. Limit your appraisal to the officer's performance in jobs where you were the designated assessor.
7. **Performance ratings.** For the review, describe the officer's performance by placing a letter in the rating box for each Performance dimension.
8. Narrative comments is to be confined to the spaces provided on this form.

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## Part 2A - Performance dimensions

<b>APPRAISING SUBORDINATES</b>	As a designated supervisor, conducted formal performance appraisal of subordinates in a competent and timely manner.	<input type="checkbox"/>
<b>JOB COMPETENCE</b>	Performed assigned tasks competently.	<input type="checkbox"/>
<b>SELF DEVELOPMENT</b>	Enhanced professional competence by expanding knowledge and skills across a broad range of related subjects.	<input type="checkbox"/>
<b>PRODUCTIVITY</b>	Produced the required work outcomes with economy of effort and resources.	<input type="checkbox"/>
<b>SERVICE ETHOS</b>	Behaving in a way that brings credit to the ADF and your Service.	<input type="checkbox"/>
<b>ORAL COMMUNICATION</b>	Presented cases, arguments, instructions or orders clearly, persuasively and convincingly.	<input type="checkbox"/>
<b>WRITTEN COMMUNICATION</b>	Expressed facts, reasoning, recommendations and instructions clearly and concisely.	<input type="checkbox"/>
<b>ANALYSIS</b>	Reduced problems and situations to their elements.	<input type="checkbox"/>
<b>FORESIGHT</b>	Anticipated the probable relationships between current plans, tasks and future events.	<input type="checkbox"/>
<b>HUMAN RELATIONS</b>	Formed effective and harmonious working relationships at all levels.	<input type="checkbox"/>
<b>RESPONSIBILITY</b>	Acted independently within the scope of competence and authority.	<input type="checkbox"/>
<b>JUDGEMENT AND COMMONSENSE</b>	Based actions and advice on full and correct appreciation of factors involved.	<input type="checkbox"/>
<b>ADAPTABILITY</b>	Adapted to new or changing situations.	<input type="checkbox"/>
<b>DECISIVENESS</b>	Made decisions when required by the situation.	<input type="checkbox"/>
<b>LEADERSHIP</b>	Leading and managing others to achieve a productive, efficient, skilled, motivated and cohesive workforce.	<input type="checkbox"/>

Rating scale definitions		
U - Unobserved	A - Disappointing progress	B - Steady, satisfying progress
C - Impressive progress	D - Set and maintained very high standards	

## Part 2B - Assessment of performance in current job

Provide a word picture to describe the officer's work performance during the first part of the reporting period.

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**Part 3A - Revised goals for remainder of reporting period**

**Part 3B - Suggested action plan for remainder of reporting period**

**Part 4A - Assessor's personal details**

Employee ID	Worn rank	Family name	Initials
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assessor's job title	Signature	Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Part 4B - Assessed officer's confirmation**

I have read and been counselled on this review	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Signature	Date
I agree with the assessment in this review	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>	<input type="text"/>