



STAFF-IN-CONFIDENCE *(After first entry)*

AC 833-24
Revised Aug 2009

Department of Defence

**ADF Performance Appraisal
for Sailors, Soldiers, Airmen and Airwomen**

Preliminary Review of Performance (PRP)

The Preliminary Review of Performance is a vital component of the ADF performance appraisal system. Its purpose is to provide feedback to each individual member, 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 member's designated assessor and normally at least one rank higher.
2. For detailed guidance on policy and procedure, consult [Defence Instructions \(General\) Personnel 10-8](#).
3. At the beginning of the reporting period, record the goals agreed between the member and the assessor.
4. You must have observed the assessed member's performance for at least six weeks before using this form to review the member's performance.
5. Do not attempt to compare the assessed member's performance with that of any other member.
6. Limit your appraisal to the member's performance in jobs where you were the designated assessor.
7. **Performance ratings.** For the performance review, describe the member'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

APPRAISING THE PERFORMANCE OF SUBORDINATES	Appraising the performance of subordinates in a timely and competent manner.	<input type="checkbox"/>
ORAL COMMUNICATION	Oral presentation of facts, ideas, arguments and instructions and orders.	<input type="checkbox"/>
PRODUCTIVITY	Using assigned resources to achieve the required work outcomes.	<input type="checkbox"/>
APPLICATION OF JOB KNOWLEDGE AND SKILLS	Applying specific job knowledge and skills to the performance of specialist work tasks.	<input type="checkbox"/>
ORGANISATION OF WORK	Planning tasks, assigning priorities and allocating tasks.	<input type="checkbox"/>
PROBLEM SOLVING	Generation of viable solutions to problems, within scope of authority.	<input type="checkbox"/>
SERVICE ETHOS	Behaving in a way that brings credit to the ADF.	<input type="checkbox"/>
CAPACITY FOR WORK	Responding positively to increasing and possibly excessive workloads.	<input type="checkbox"/>
RESOURCEFULNESS	Assuming the responsibilities associated with employment, including the ability to take action without direction, within scope of competence and authority.	<input type="checkbox"/>
INTERPERSONAL SKILLS	Forming effective and harmonious working relationships at all levels.	<input type="checkbox"/>
TEAMWORK	Working effectively as part of a team.	<input type="checkbox"/>
WRITTEN COMMUNICATION	Written presentation of facts, ideas, arguments, instructions and orders.	<input type="checkbox"/>
BASIC SERVICE SKILLS	Applying general Service or environment skills.	<input type="checkbox"/>
TRAINING OF OTHERS	Arranging or conducting relevant training of others in a timely and competent manner.	<input type="checkbox"/>
LEADERSHIP	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 member's 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 member's declaration

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"/>