

Civilian of the Quarter/Year Rating Criteria

NETPDTC 12451/3 (Rev. 01-04)

EMPLOYEE'S NAME:		POSITION TITLE:
SERIES/GRADE:	CODE:	SUPERVISOR:
PERFORMANCE TRAITS	STANDARDS	BULLETIZED PERFORMANCE LIST (Give specific examples showing how Performance Traits & Standards were met)
<p>PROFESSIONAL KNOWLEDGE: Technical knowledge and practical application</p>	<p>Recognized and sought out for job-related expertise.</p> <p>Uses knowledge to solve job-related problems.</p> <p>Stays current and accepts new developments, changing priorities or requirements.</p> <p>Understands the mission and values of the command.</p> <p>Keeps abreast of job-related issues and details.</p>	<p>➤</p>
<p>QUALITY OF WORK/CUSTOMER FOCUS: Understands and applies quality principles such as quantitative decision-making and continuous process improvement to exceed customer expectations</p>	<p>Needs little or no supervision.</p> <p>Produces exceptional work with little or no rework required.</p> <p>Understands who are the customers and ensures customers are satisfied. Helps resolve customer complaints.</p> <p>Completes work assignments in a timely manner.</p> <p>Seeks and makes process improvements.</p>	<p>➤</p>

PERFORMANCE TRAITS	STANDARDS	BULLETIZED PERFORMANCE LIST (Give specific examples showing how Performance Traits & Standards were met)
PERSONAL JOB ACCOMPLISHMENT/ INITIATIVE: Responsibility, quantity of work	<p>Energetic self-starter.</p> <p>Completes tasks early, far better than expected.</p> <p>Plans/prioritizes wisely and with exceptional foresight.</p> <p>Seeks extra duties/responsibilities.</p> <p>Invests in self-development and manages own time efficiently.</p>	➤
TEAMWORK: Contributions to team building and team results	<p>Team builder, helps inspire cooperation and progress.</p> <p>Works effectively in groups and helps others to get job done.</p> <p>Establishes and maintains cooperative working relationships.</p> <p>Accepts and offers team direction.</p> <p>Treats others equitably.</p>	➤