

Senior Civilian of the Quarter/Year Rating Criteria

NETPDTTC 12451/4 (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 EXPERTISE: Professional knowledge proficiency and qualifications</p>	<p>Recognized expert, sought after to solve difficult problems.</p> <p>Exceptionally skilled, develops and executes innovative ideas.</p> <p>Recognizes and defines problems, analyzes relevant information, encourages alternative solutions and plans to solve problems.</p> <p>Independently plans and organizes work.</p> <p>Understands the mission and values of the command.</p>	<ul style="list-style-type: none"> •
<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 no supervision.</p> <p>Always produces exceptional work with no rework required.</p> <p>Understands who are the customers and ensures customer satisfaction.</p> <p>Assumes responsibility for resolving customer complaints.</p> <p>Solicits input and is open to ideas from customers.</p>	<ul style="list-style-type: none"> •

PERFORMANCE TRAITS	STANDARDS	BULLETIZED PERFORMANCE LIST (Give specific examples showing how Performance Traits & Standards were met)
MISSION ACCOMPLISHMENT/ INITIATIVE: Taking initiative, planning/ prioritizing, achieving mission	<p>Develops innovative ways to accomplish the mission of the command.</p> <p>Plans/prioritizes with exceptional skill and foresight.</p> <p>Invests in self-development and applies new technologies to organizational needs.</p> <p>Gets job done earlier and far better than expected.</p> <p>Works extremely well with management and subordinates.</p>	<ul style="list-style-type: none"> •
LEADERSHIP: Organizing, motivating and developing others to accomplish goals	<p>Demonstrates and encourages high standards of behavior.</p> <p>Adapts leadership style to situations and people, empowers, motivates and guides others.</p> <p>Leadership achievements dramatically further command mission and vision.</p> <p>Exceptional communicator.</p> <p>Great organizer, great foresight, develops process improvements and efficiencies.</p>	<ul style="list-style-type: none"> •