

# PERFORMANCE RATING

NAVEXOS-3238 (6-51)

TYPE OF POSITION				KIND OF RATING	
<input type="checkbox"/> GRADED SUPERVISORY	<input type="checkbox"/> GRADED NON-SUPERVISORY	<input type="checkbox"/> UNGRADED SUPERVISORY	<input type="checkbox"/> UNGRADED NON-SUPERVISORY	<input checked="" type="checkbox"/> OFFICIAL	<input type="checkbox"/> UNOFFICIAL
NAME				RATING PERIOD	
CRABB, Riley				FROM 4-1-55 TO 3-31-56	
CHECK NO.	PAYROLL TITLE		UNIT, SECTION OR SHOP		
01-4203	Supv. Publication Editor (Gen),		Industrial Relations Department		
NAME OF ACTIVITY			LOCATION OF ACTIVITY		
Naval Supply Center			Pearl Harbor, T. H.		

## EXPLANATION

Mark characteristic work performance in each factor. In marking supervisors, also consider effectiveness as a supervisor in getting work done.

## DEFINITIONS

OUTSTANDING - All aspects of performance not only exceeded normal requirements but were outstanding and, in addition, deserved special commendation.

SATISFACTORY - Acceptable performance that met or exceeded minimum requirements.

UNSATISFACTORY - Performance that clearly failed to meet minimum requirements.

## FACTORS

Use O, S, and U to denote Outstanding, Satisfactory and Unsatisfactory performance respectively.

QUALITY OF WORK — ( O )  
 QUANTITY OF WORK — ( S )  
 ADAPTABILITY — ( O )

## ADJECTIVE PERFORMANCE RATING

Each "O" or "U" rating must be supported by supervisor's signed statement attached hereto showing specifically and in detail wherein employee's performance was outstanding or unsatisfactory.

"O" marks in all three factors, fully supported in writing \_\_\_\_\_ OUTSTANDING — ( )

"S", or "S" and "O" marks \_\_\_\_\_ SATISFACTORY — ( S )

One or more "U" marks, fully supported in writing \_\_\_\_\_ UNSATISFACTORY — ( )

DEVIATIONS MAY BE MADE BUT MUST BE JUSTIFIED IN WRITING

RATED BY (Name)		TITLE		DATE
Verna S Rutz		Supr Emp Rel Offr		5-31-56
DISCUSSED WITH EMPLOYEE BY (Name)		DATE	DISCUSSION ACKNOWLEDGED (Employee's Initials)	
"		6/6/56	RC	
REVIEWED BY (Name)		TITLE		DATE
LJ Walker		IRO		5-31-56
DATE APPROVED BY BOARD		DATE COPY FURNISHED EMPLOYEE		
JUN 7 1956		JUN 7 1956		

## NOTICE TO EMPLOYEE

BY THIS COPY OF YOUR PERFORMANCE RATING FOR THE PERIOD INDICATED YOU ARE NOTIFIED WHAT YOUR ADJECTIVE RATING IS AND HOW IT IS DEFINED. IF THIS IS AN OFFICIAL RATING YOU HAVE A RIGHT TO APPEAL IT WITHIN 30 DAYS AFTER RECEIPT OF THIS NOTICE. CONSULT YOUR SUPERVISOR OR YOUR PERSONNEL OFFICER AS TO YOUR APPEAL RIGHTS.