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Title: **104-10291-10013\_p228.png**

Provenance:

Category: **Uncategorized**

Person:

Date:

SECRET

FITNESS REPORT

(Submit in Triplicate)

EMPLOYEE SERIAL NUMBER

055908

SECTION A GENERAL

1. Name (Last) Ross (First) James (Middle) A.

2. Date of Birth 19 March 1911

3. GS Grade or Rank GS-16

4. Official Position Title Chief of Station

5. Current Duty Station Madrid

6. Check Line of Appointment  Career

7. Check Type of Report  Annual

8. Period Covered by Report From 1 April 1965 to 27 September 1965

PERFORMANCE EVALUATION

A - Weak Performance ranges from fully inadequate to slightly less than satisfactory. A rating in this category requires performance recognition. The individual is either not doing the work satisfactorily, or he/she is placing an undue burden on others to meet requirements. Deficiencies should be identified in Section C.

B - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

C - Satisfactory Performance is more than satisfactory. Desired results are being produced in a proficient manner.

D - Strong Performance is characterized by exceptional proficiency.

E - Outstanding Performance is exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work or with similar responsibilities.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the way in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

My rating of the performance of this officer remains the same as the description of his performance which is contained in his fitness report for the period ending 31 March 1965.

SPECIFIC DUTY NO. 1

SPECIFIC DUTY NO. 2

SPECIFIC DUTY NO. 3

SPECIFIC DUTY NO. 4

SPECIFIC DUTY NO. 5

SPECIFIC DUTY NO. 6

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance in specific duties, productivity, conduct on job, cooperativeness, resourcefulness, knowledge of his work, ability to produce desired results. Based on your total knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

Rating Letter B

SECRET

FORM 45 OBSOLETE PREVIOUS EDITIONS.