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Standard Form No. 51 Revised November 1949 U.S. CIVIL SERVICE COMMISSION REPORT OF EFFICIENCY RATING ADMINISTRATIVE-INSTRUCTION No. 501.51.4 (Revised) SERIAL NO. 50151.4 (Revised) SPECIAL () PROBATIONARY () As of 3/10/50 based on performance during period from 3/22/49 to 3/10/50 Name: James E. Dunks, Jr. Intelligence Officer GS-15 Position Title and Grade Organizational Unit Contact Office MAJOR ELEMENTS RATED Study the instructions in the Rating Official's Guide, C.S.C. Form 51.4A, before completing this form. 1. Underline the elements which are especially important to the position. 2. Rate only on elements pertinent to the work for employees in administrative, supervisory, or planning functions on all others. 3. Rate on administrative, supervisory, and planning functions on all others. CHECK ONE: Administrative, Supervisory or Planning All others (1) Maintenance of equipment, tools, instruments. (2) Mechanical skills. (3) Skill in the application of techniques and procedures. (4) Practicality of work (appropriateness of methods and appearance of work). (5) Attention to broad phases of assignments. (6) Attention to pertinent detail. (7) Accuracy of operations. (8) Accuracy of final results. (9) Accuracy of judgment on decisions. (10) Effectiveness in presenting ideas or facts. (11) Initiative. (12) Rate of progress on or completion of assignments. (13) Amount of usable work produced. (14) Ability to organize his work. (15) Effectiveness in meeting and dealing with others. (16) Cooperativeness. (17) Initiative. (18) Resourcefulness. (19) Dependability. (20) Physical fitness for the work. (21) Effectiveness in planning broad programs. (22) Effectiveness in integrating the work program to the overall program. (23) Effectiveness in design procedures. (24) Effectiveness in developing new work and establishing new procedures. (25) Effectiveness in directing, reviewing, and checking work of subordi-

nates. (26) Effectiveness in instructing, training, and developing subordinates. (27) Effectiveness in public and working morale. (28) Effectiveness in determining scope, personnel, and equipment requirements. (29) Effectiveness in adjusting clearly defined policies to meet situations. STATE ANY OTHER ELEMENTS CONSIDERED (A) (B) (C) STANDARDS Descriptions must be assigned to scores as follows: Five marks on all underlined elements, and check marks or better on all other elements. Excellent Four marks on all underlined elements, and check marks or better on all other elements. Very Good Three marks or better on a majority of underlined elements, and all work elements rated at least satisfactory. Good Two marks or better on a majority of underlined elements, and all work elements rated at least satisfactory. Fair Less than two marks on a majority of underlined elements, or any work element rated unsatisfactory. Unsatisfactory Minor performance deficiencies, if any, noted: Rated by: James E. Dunks, Jr. Chief, Intelligence 16 March 1950 Reviewed by: Thomas E. Duffy, AD, AD 20 March 1950 Rating approved by efficiency rating committee Report to employee: (Date)