

## TAPES EVALUATION DO'S & DON'TS

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Points to remember and ensure completion before submitting performance evaluations:

- ✓ An approved (initialed and dated by the Senior Rater) performance plan must have been in effect for at least 120 days before a rating can be completed.
- ✓ Senior Raters rate on performance only – not on potential.
- ✓ If either the Rater or the Ratee departs within 120 days of the end of the rating period, an annual rating should be prepared.

The annotated performance plan (DA Form 7222-1, Support form or Checklist) must be attached to an Evaluation Report in order to be accepted for processing by Civilian Personnel.

The Values Section is the place to recognize Ratee contributions that go beyond specific work accomplishments.

There is no minimum period of time before one may serve as a Rater or Senior Rater on an Evaluation Report. The key is that the employee must have at least 120 days to perform under the standards.

Common Errors which result in return of the evaluation report for correction include:

- Rater and Senior Rater boxes are not in agreement
- Failure to annotate objective rating on the performance plan
- Failure to attach the performance plan to the Evaluation Report
- Performance Plan not in effect for 120 days.

Finally, if you just can't find the right words for the Values Section, here are some quotable that may give the jump-start you need:

- Sincere and honest person who believes in and practices team success
- Accepts challenges and does whatever is required to tackle the task at hand
- Commitment and loyalty to work is second to none
- Maintains a "Mission First" attitude
- Shares expertise with others by willingly providing advice and training to co-workers
- Took several classes to help develop skills and find innovative ways to accomplish mission
- Works well with and is highly respected by co-workers and superiors alike
- Definite potential for increased responsibility
- Works well with peers and management
- Self-motivated; dedicated to quality performance