

**U.S. Agency for International Development - USAID
ANNUAL EVALUATION FORM – DIVERSITY CHECKLIST**

Privacy Act Statement

PRIVACY ACT STATEMENT: Pursuant to the Privacy Act of 1974, 5 U.S.C. § 552a, USAID furnishes the following statement to individuals supplying information in connection with the performance evaluation process.

AUTHORITY: CFR-title 5-vol 1 Subpart B; The Foreign Service Act of 1980, as amended.

PURPOSE: USAID collects this information from Supervisor/Managers which will be used to evaluate employees during the annual assessment period

ROUTINE USES: USAID collects and maintains this information as part of the employee's system of record. This information is not shared outside of USAID.

DISCLOSURE: Disclosure is voluntary. However, without the requested information, USAID will not be able to process the employee's performance evaluation and the performance evaluation is not eligible to be waived.

SORN: Other routine uses are published in OPM/GOVT-2

Please complete this 360° feedback survey to provide your perception of your supervisor's efforts to promote diversity and comply with relevant agency EEO policy and merit principles. Your feedback will be considered as input into their annual evaluation. You do not need to respond to all questions to submit the Diversity Checklist, you are encouraged to provide a brief example that supports your observation. Your response is voluntary, and anonymity will be strictly maintained. You may attach an additional comments page, if necessary.

Supervisor's Name:

1. Your supervisor/manager promotes the active participation of employees from diverse backgrounds/experiences, and with diverse skills in the work environment. For example: participation in training opportunities, committee membership, conferences, or special work assignments.

Strongly Agree Agree Strongly Disagree Disagree Don't Know

Example/Comments:

2. Your supervisor/manager encourages employee participation in initiatives/programs that promote diversity and equal employment opportunity.

Strongly Agree Agree Strongly Disagree Disagree Don't Know

Example/Comments:

3. Your supervisor/manager recognizes your contributions, and the unique skills, abilities, and achievements.

Strongly Agree Agree Strongly Disagree Disagree Don't Know

Example/Comments:

4. Your supervisor/manager shows a respectful demeanor during interaction with all employees and demonstrates no preferential treatment.

Strongly Agree Agree Strongly Disagree Disagree Don't Know

Example/Comments:

5. Your supervisor/manager provides constructive feedback on your performance in private.

Strongly Agree Agree Strongly Disagree Disagree Don't Know

Example/Comments:

6. Your supervisor/manager shares timely and relevant information needed to perform your work.

Strongly Agree Agree Strongly Disagree Disagree Don't Know

Example/Comments: