



## Appraisal Input Form (AIF)

### Privacy Act Statement:

**Authority:** 22 U.S.C. Ch. 52, Foreign Service.

**Purpose:** This form is used to evaluate the performance of Foreign Service and Senior Foreign Service employees.

**Routine Uses:** The personal information will not be made outside the Agency without written consent of the employee concerned except: (a) pursuant to any applicable routine use listed under USAID'S Foreign Service Employee Personnel Records System (USAID-1) in USAID's Notice of System of Records (available from the information and Records Division) for implementing the Privacy Act in the Federal Register, or (b) when disclosure without the employee's consent is authorized by the Privacy Act and provided for in USAID Regulation 15.

**Disclosure:** Disclosure is voluntary; however, failure to disclose the requested information may result in not documenting or identifying performance expectations or if there is a specific need to improve skills relative to the standards for an employee's grade.

**System of Records Notice:** USAID-1 Foreign Service Personnel Records, 80 FR 11387, April 2, 2015.

Keep this form secured in a locked filing cabinet. If stored electronically, ensure the folder has proper access controls. Use a cover sheet before faxing this document, and ensure you encrypt it using USAID-approved encryption methods before emailing it.

Employee Name:	AIF Rater Name	Performance Dates ( <i>mm/dd/yyyy</i> ) From: To:
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1	Work Objective:
	Performance Measure:
	Actual Performance:

2	Work Objective:		
	Performance Measure:		
	Actual Performance:		
3	Work Objective:		
	Performance Measure:		
	Actual Performance:		
4	Skills Area-Actual Performance:		
5	Potential:		
6	AIF Rater's Signature:	9	Employee's <i>Signature</i> :
7	Organization:	10	Date Signed: <i>(mm/dd/yyyy)</i>
8	Date Signed: <i>(mm/dd/yyyy)</i>	11	Required Meeting Date: <i>(mm/dd/yyyy)</i>

Employee may respond on plain paper and attach to this document

## INSTRUCTIONS

This is Word document. The space in the blocks will expand to the length of the feedback the supervisor chooses to provide.

This form is designed to capture written required performance input from supervisors when the following change(s) occur.

The Supervisor:

1. Changed jobs or the Employee changed jobs; and
2. Supervised the Employee for at least 30 calendar days.

The form must be:

1. Completed no less than two weeks before either the Employee or the Supervisor change jobs;
2. Provided to the Employee for comment at least five work days prior to a required face-to-face meeting and discussion during which the Supervisor provides performance feedback to the Employee; and
3. Sent or given to the Employee's current (*if the supervisor is leaving*) or future (*if the Employee is leaving*) Executive Officer (EXO) or Administrative Management Support (AMS) Officer within two workdays after the comment period ends.