

## Foreign Service Annual Performance Evaluation (APE)

Section 1 – Employee Information	
<b>Name:</b>	<b>SSN</b> <i>(last 4 digits):</i>
<b>Personal Grade:</b>	<b>Position Backstop:</b>
<b>Evaluation Period Start Date:</b> <i>(April 1, or evaluation period start date)</i>	<b>Evaluation Period End Date:</b> <i>(March 31, or evaluation period end date)</i>
Section 2 – Annual Performance Evaluation	
<i>For Rating Official Use</i>	
___ FS Skills Assessment was completed and discussed with employee	
Assessment of employee's overall performance during the rating period based on fulfilling responsibilities of the role, meeting work expectations, contributions to the unit, and levels of FS skills demonstrated:	
___ Satisfactory                      ___ Unsatisfactory	
<i>If "Unsatisfactory" Rating is Marked – For Rating Official Use</i>	
<i>An employee may only receive an Unsatisfactory rating if they received an Unsatisfactory rating at the end of a Performance Improvement Plan (PIP)</i>	
Explanation if employee was rated as "Unsatisfactory" (250 word limit):	
PIP dates: From _____ to _____	
<i>If "Unsatisfactory" Rating is Marked – For Second-level Reviewer Use</i>	
<input type="checkbox"/> I concur with the Rating Official's overall evaluation and recommendation.	<input type="checkbox"/> I do not concur with the Rating Official's overall evaluation and recommendation.
Comments if reviewer does NOT concur with the Rating Official's evaluation (250 word limit) :	
Section 3 – Signatures for Annual Performance Evaluation	
Employee Signature: _____	Date: _____
Rating Official Name: _____	
Rating Official Signature: _____	Date: _____
Second-level Reviewer Name (if required): _____	
Second-level Reviewer Signature (if required): _____	Date: _____

## Privacy Act Statement

**Authority:** 5 U.S.C. 301, Departmental Regulations; 5 U.S.C. 302, Delegation of Authority; 22 U.S.C. Ch. 32, Foreign Assistance, Subchapter I, International Development; 22 U.S.C. Ch. 52, Foreign Service.

**Purpose:** USAID is collecting this information for use by an employee's Rating Official and other USAID personnel reviewing an employee's performance to make an overall evaluation of whether the employee has demonstrated satisfactory or unsatisfactory performance during the applicable review period.

**Routine Uses:** The information collected by this form will be disclosed outside of USAID pursuant to the routine uses provided in SORN USAID-01 – Foreign Service Personnel Records, 80 FR 11387, April 2, 2015.

**Disclosure:** Disclosure of the requested personal information is mandatory to complete the Annual Performance Evaluation, and certain elements of personal information may be pre-populated in the form. Disclosure of Position Backstop information is not mandatory and will not affect the Annual Performance Evaluation.

**Systems of Record Notice(s):** USAID-01 – Foreign Service Personnel Records, 80 FR 11387, April 2, 2015.

# Instructions for Foreign Service Annual Performance Evaluation Form (APE)

## Section 1 – Employee Information

The Rating Official must complete all boxes included in Section 1.

1. **Name:** Employee's Last Name, First Name and Middle Initial.
2. **SSN (last 4):** Employee's social security number last four digits, e.g. 6789.
3. **Personal Grade:** Employee's current grade (e.g., FS-03).
4. **Position Backstop:** The 2-digit Foreign Service Backstop code (e.g., BS-02, BS-21, BS-85) for the position the employee is currently filling. .
5. **Evaluation Period Start Date and Evaluation Period End Date (MM/DD/YYYY):** The evaluation period entered on the form is based on the performance cycle, with a typical start date of April 1. The evaluation period end date is March 31<sup>st</sup>. The APE may be completed up to 120 days prior to the end of the cycle if an employee will be on extended leave or language training at the end of the rating period.

## Section 2 – Annual Performance Evaluation

- Section 2 should be completed by the Rating Official and Second-level Reviewer (if required) during March or April as part of the annual evaluation.
- The Rating Official should complete the FS Skills Assessment before completing this form.
- After reviewing the documentation from check-ins throughout the year, accomplishments provided in the employee's Annual Accomplishment Record (AAR), and ratings received on the FS Skills Assessment, the Rating Official should make an overall evaluation of whether the employee has demonstrated *satisfactory* or *unsatisfactory* performance.
  - A rating of *SATISFACTORY* indicates that the FSO consistently met expectations established for his/her role, made substantive contributions to the work unit, and consistently demonstrated the level of proficiency required for his/her grade on the FS skills and subskills throughout the performance cycle.
  - A rating of *UNSATISFACTORY* indicates that the FSO did not meet many of the established expectations for his/her role, his/her contributions to the work unit were minimal or deficient based on his/her grade and position, and/or the FSO did not consistently demonstrate the level of proficiency required for his/her grade on the FS skills and subskills throughout the performance cycle.
- The employee may only receive an Unsatisfactory rating if they received an Unsatisfactory rating at the end of a PIP during the performance appraisal cycle. (ADS 464). If the employee receives an Unsatisfactory rating, the Rating Official is required to provide a narrative summary (250 word limit) explaining the rationale for the "Unsatisfactory" rating and document the dates of the PIP.
- If the Rating Official provides an "Unsatisfactory" for the employee's overall rating, a Second-level Reviewer (typically the Rating Official's supervisor) must indicate whether he/she concurs with the rating. The Reviewer should review the PIP documentation, quarterly check-in documentation, FS Skills Assessment ratings, and the employee's AAR to determine if the Reviewer concurs or does not concur with the Rating Official's unsatisfactory evaluation. If the Reviewer does NOT concur, a narrative explanation is required.

### Section 3 – Signatures for Annual Performance Evaluation

- Signatures for this section must be obtained.
- Prior to signing, an Annual Review Conversation must be held in which the employee and supervisor discuss the employee's performance against expectations, achievements, contributions, strengths, and skill development areas. Additional guidance on preparing for and engaging in this discussion can be found in the Supervisor and Employee EP&D Guidebooks (ADS 461). The Annual Review Conversation can be held near the end of the performance cycle in either March or April, but no later than April 30.
- The Employee signs and dates to acknowledge that: 1) an Annual Review Conversation was held with his/her Rating Official and the ratings from the FS Skills Assessment were discussed, 2) the employee reviewed the overall evaluation and comments (if applicable) with the Rating Official, and 3) the employee reviewed comments from the Second-level Reviewer (if applicable). By signing, the employee is not necessarily indicating concurrence with the comments.
- The Rating Official signs and dates to indicate that the FS Skills Assessment and overall evaluation were discussed with the employee and the ratings and statements documented accurately represent the employee's performance while he/she was under the supervision of the Rating Official during the performance cycle.
- If required, the Second Level Reviewer signs and dates to indicate that his/her concurrence or non-concurrence with the Rating Official and write-up accurately represent the employee's performance during the performance cycle.