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SECRET

FITNESS REPORT

The Fitness Report is an important factor in agency personnel management. It seeks to provide:
1. *The agency selection board with information of value when considering the application of an individual for membership in the career service; and*
2. *A periodic record of job performance as an aid to the effective utilization of personnel.*

INSTRUCTIONS

TO THE ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current administrative instructions regarding the initiation and transmittal of this report.

TO THE SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

SECTION I *(To be filled in by Administrative Officer)*

1. NAME *(Last)* *(First)* *(Middle)*	2. DATE OF BIRTH	3. SEX	4. CAREER DESIGNATION
5. DATE OF ENTRANCE ON DUTY	6. OFFICE ASSIGNED TO	7. DIVISION	8. BRANCH
9. NATURE OF ASSIGNMENT ☐ DEPARTMENTAL ☐ FIELD	10. IF FIELD, SPECIFY STATION:		11. GRADE
12. DATE THAT THIS REPORT IS DUE	13. PERIOD COVERED BY THIS REPORT *(Inclusive dates)*		

SECTION II *(To be filled in by Supervisor)*

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION

3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS *(List in order of frequency):*

OFFICE OF PERSONNEL
FORMS MANAGEMENT PROGRAM
MASTER FILE COPY

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and provided suggestions and criticisms wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this fitness report and I have informed him of his strengths, weaknesses, and on-the-job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

This report ☐ *has* ☐ *has not been shown to the individual rated.*

THIS DATE	SIGNATURE OF RATER *(Employee's immediate supervisor)*

I HAVE REVIEWED THIS REPORT *(Comments, if any, are reflected by attached memorandum)*

THIS DATE	SIGNATURE OF REVIEWING OFFICIAL *(Official next higher in line of authority)*

FORM NO. 37-189
1 MAY 54 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

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SECTION IV

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	CATEGORIES					
	NOT OB-SERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
SAMPLES						
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X			
B. PRACTICAL.					X	
1. A GOOD REPORTER OF EVENTS.						
2. CAN MADE DECISIONS ON HIS OWN WHEN NEED ARISES.						
3. CAUTIOUS IN ACTION.						
4. HAS INITIATIVE.						
5. UNEMOTIONAL.						
6. ANALYTIC IN HIS THINKING.						
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.						
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.						
9. HAS SENSE OF HUMOR.						
10. KNOWS WHEN TO SEEK ASSISTANCE.						
11. CALM.						
12. CAN GET ALONG WITH PEOPLE.						
13. MEMORY FOR FACTS.						
14. GETS THINGS DONE.						
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.						
16. CAN COPE WITH EMERGENCIES.						
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.						
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.						
19. HAS WIDE RANGE OF INFORMATION.						
20. SHOWS ORIGINALITY.						
21. ACCEPTS RESPONSIBILITIES.						
22. ADMITS HIS ERRORS.						
23. RESPONDS WELL TO SUPERVISION.						
24. EVEN DISPOSITION.						
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.						

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26. CAN THINK ON HIS FEET.

27. COMES UP WITH SOLUTIONS TO PROBLEMS.

28. STIMULATING TO ASSOCIATES; A "SPARK PLUG".

29. TOUGH MINDED.

30. OBSERVANT.

31. CAPABLE.

32. CLEAR THINKING.

33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.

34. EVALUATES SELF REALISTICALLY.

35. WELL INFORMED ABOUT CURRENT EVENTS.

36. DELIBERATE.

37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.

38. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS.

39. THOUGHTFUL OF OTHERS.

40. WORKS WELL UNDER PRESSURE.

41. DISPLAYS JUDGEMENT.

42. GIVES CREDIT WHERE CREDIT IS DUE.

43. HAS DRIVE.

44. IS SECURITY CONSCIOUS.

45. VERSATILE.

46. HIS CRITICISM IS CONSTRUCTIVE.

47. ABLE TO INFLUENCE OTHERS.

48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.

49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.

50. A GOOD SUPERVISOR.

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

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C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS:

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? [ ] NO [ ] YES. IF YES, WHY?

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

F. OTHER COMMENTS *(Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):*

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A,B,C,&D

A. *DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.*

[ ] 1. DOES NOT PERFORM DUTIES ADEQUATELY: HE IS INCOMPETENT.
[ ] 2. BARELY ADEQUATE IN PERFORMANCE: ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
[ ] 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY: OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
[ ] 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
[ ] 5. A FINE PERFORMANCE: CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
[ ] 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? [ ] NO [ ] YES. IF YES, WHAT?

B. *DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.*

[ ] 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
[ ] 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
[ ] 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
[ ] 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
[ ] 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
[ ] 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

C. *DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the agency.*

[ ] 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY ..WILL DEFINITELY LEAVE THE AGENCY AT THE FIRST OPPORTUNITY.
[ ] 2. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY... IRKED BY RESTRICTIONS...REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
[ ] 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCY..BOTHERED BY MINOR FRUSTRATIONS.. WILL QUIT IF THESE CONTINUE.
[ ] 4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT ... HAS "WAIT AND SEE" ATTITUDE..WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
[ ] 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD AGENCY ..MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR AGENCY..THINKS IN TERMS OF A CAREER IN THE AGENCY.
[ ] 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE AGENCY..BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY.
[ ] 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY ..WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE AGENCY.

D. *DIRECTIONS: Consider everything you know about this person im making your rating..skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.*

[ ] 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
[ ] 2. OF DOUBTFUL SUITABILITY..WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
[ ] 3. A BARELY ACCEPTABLE EMPLOYEE..DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
[ ] 4. A TYPICAL EMPLOYEE..HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE AGENCY.
[ ] 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
[ ] 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.
[ ] 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.

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