

DATE

DEVELOPMENTAL GAP SHEET (SP CAREER SERVICE)					
I. GENERAL					
1. NAME	2. GRADE	3. OFFICE	4. AGE	5. YEARS IN PRESENT JOB	6. LAST FR EVAL.
7. POSITION			8. NAME OF SUPERVISOR		
II. ACADEMIC BACKGROUND					
9. COLLEGE COLLEGE DEGREE <input type="checkbox"/> COLLEGE - NO DEGREE <input type="checkbox"/> NO COLLEGE <input type="checkbox"/>			10. COLLEGE MAJORS PERSONNEL ADMINISTRATION <input type="checkbox"/> PUBLIC OR BUSINESS ADMIN. OR MGT. <input type="checkbox"/> SOCIAL SCIENCE(S) <input type="checkbox"/> OTHER _____ <input type="checkbox"/> (FILL IN)		
III. JOB PROGRESSION TO DATE					
11. INDICATE REMAINING JOB EXPERIENCES IN CENTRAL OP, EMPLOYEE SHOULD ACQUIRE.* (COMPLETE FOR AN EMPLOYEE WITH MORE THAN 3 YEARS SERVICE IN AGENCY, IF APPLICABLE IN HIS CASE.)					
12. JOB EXPERIENCE NORMS FOR PROFESSIONALS (3-15 YEARS AS SP CAREERIST)					
NORM	COMPLETED		IF NOT COMPLETED, EXPLAIN, IF KNOWN, AND INDICATE IF SOME OR ALL OF NORMS STILL NEEDED		
	Yes	No			
A. 4 OR MORE ASSIGNMENTS WITHIN 14 YEARS. (DIFFERENT BRANCHES OR OFFICES) FOR GENERALISTS; 2 OR MORE FOR TECHNICAL SPECIALISTS.					
B. ASSIGNMENT TO AGENCY COMPONENT WITHIN 6 YEARS (APPLICABLE TO GENERALISTS ONLY).					
C. 2 YEARS OF PERSONNEL STAFF OR RESEARCH WORK (OR COMPARABLE EXPERIENCE) BY END OF 14TH YEAR.					

* JOB PROGRESSION NORMS IN CAREER SERVICE MODEL THAT SHOULD BE CONSIDERED FOR EMPLOYEE CONCERNED.

IV. LEVEL OF KNOWLEDGE OF PERSONNEL WORK *					
ITEM	SUPERVISOR	SP PANEL		SUPERVISOR	SP PANEL
13. PERSONNEL POLICIES, PROCESSES & PROCEDURES			17. PERSONNEL STAFFING & T/O ADMINISTRATION		
14. PERSONNEL STAFF WORK OR PLANNING			18. RECORDS & TRANSACTIONS		
15. BENEFITS & SERVICES			19. LINE PERSONNEL WORK		
16. SALARY & POSITION ADMINISTRATION			20. PLACEMENT		
			21. NON-PERSONNEL SUPPORT ACTIVITY		
22. EMPLOYEE'S STRONGEST KNOWLEDGE(S) IF APPLICABLE (NAME ONE OR TWO)			23. EMPLOYEE'S WEAKEST KNOWLEDGE(S) IF APPLICABLE (NAME ONE OR TWO)		

V. PERSONAL SKILLS AND ABILITIES *					
STRONG IN SKILL	SUPERVISOR	SP PANEL	STRONG IN SKILL	SUPERVISOR	SP PANEL
24. RESPONSIVENESS (IN SUPPORTIVE ROLE TO AGENCY OFFICIALS)			28. GETS THINGS DONE		
25. EFFECTIVENESS IN PERSONAL DEALINGS			29. MEETING DEADLINES		
26. SELF RELIANCE			30. THOROUGHGOING		
27. DRIVE			31. WRITING ABILITY		
			32. VERBAL EFFECTIVENESS		
			33. PLEASING PERSONALITY		
			34. IMAGINATION & ORIGINALITY		
35. EMPLOYEE'S STRONGEST PERSONAL SKILL(S) AND ATTRIBUTE(S) IF APPLICABLE (NAME ONE OR TWO)			36. EMPLOYEE'S PERSONAL DEFICIENCIES, IF APPLICABLE (NAME ONE OR TWO)		

VI. MANAGERIAL SKILLS AND ABILITIES *					
STRONG IN ITEM	SUPERVISOR	SP PANEL	STRONG IN ITEM	SUPERVISOR	SP PANEL
37. REPRESENTATION & COMMUNICATION			43. ANTICIPATION OF CONSEQUENCES OF PROSPECTIVE ACTION		
38. PLAN AHEAD			44. PERCEPTION OF THINGS THAT NEED TO BE DONE		
39. CAPACITY TO INFLUENCE OTHERS			45. ABILITY TO DELEGATE		
40. SUPERVISORY ABILITY			46. EFFECTIVENESS IN OFFICE MANAGEMENT		
41. DECISIVENESS					
42. MATURE JUDGMENT					
47. EMPLOYEE'S STRONGEST MANAGERIAL SKILL(S) IF APPLICABLE (NAME ONE OR TWO)			48. EMPLOYEE'S WEAKEST MANAGERIAL SKILL(S) IF APPLICABLE (NAME ONE OR TWO)		

* 13-21 }
 24-34 } FILL IN EACH ITEM BY INSERTING THE LETTER BEST DESCRIBING THE EMPLOYEE'S KNOWLEDGE/SKILLS
 37-46 }

- A - ABOVE AVERAGE (IN RELATION TO PEERS OR SENIOR CAREERISTS).
- B - AVERAGE; NO IMPROVEMENT NECESSARY.
- C - AVERAGE; IMPROVEMENT DESIRED.
- D - BELOW AVERAGE; NO IMPROVEMENT NECESSARY.
- E - BELOW AVERAGE; IMPROVEMENT DESIRED.

VII. PERSONAL DEVELOPMENT SUGGESTIONS			
(TO BE COMPLETED BY SUPERVISOR ONLY)			
49. IF ANY OF THE SKILLS OR KNOWLEDGES LISTED IN IV, V, AND VI WERE MARKED C OR E, INDICATE WHAT SHOULD BE DONE IF AND WHEN IMPROVEMENT IS FEASIBLE			
SKILL OR KNOWLEDGE		CORRECTIVE ACTION PROPOSED	
50. ASSIGNMENTS CONSIDERED NECESSARY FOR EMPLOYEE'S DEVELOPMENT		51. ASSIGNMENTS THAT ARE CONSIDERED DESIRABLE, BUT NOT REQUIRED FOR EMPLOYEE'S DEVELOPMENT	
PROPOSAL	WHEN	PROPOSAL	WHEN
52. FORMAL TRAINING CONSIDERED NECESSARY FOR EMPLOYEE'S DEVELOPMENT		53. FORMAL TRAINING CONSIDERED DESIRABLE, BUT NOT REQUIRED FOR EMPLOYEE'S DEVELOPMENT	
PROPOSAL	WHEN	PROPOSAL	WHEN
54. OTHER DEVELOPMENTAL ACTIONS CONSIDERED NECESSARY FOR EMPLOYEE'S DEVELOPMENT (E.G., SPECIAL PROJECTS, SHORT-RANGE DETAILS, SHORT-RANGE ROTATION IN ANOTHER SUPPORT SERVICE, OP ORIENTATION, REGULAR ATTENDANCE, SP SKILLS PROGRAM)			

NOTE: THE SP PANEL WILL CONSIDER THE SUPERVISOR'S SUGGESTIONS IN DECIDING UPON SPECIFIC INDIVIDUAL ACTIONS THAT SHOULD BE UNDERTAKEN FOR INDIVIDUAL CAREERISTS (FOR WHOM SOME INDIVIDUAL ACTION OR ACTIONS ARE NECESSARY OR DESIRABLE). DEVELOPMENTAL ACTIONS OF SP PANELS WILL BE COMMUNICATED TO THE INDIVIDUALS AFFECTED AND THEIR SUPERVISORS BY THE CMO/OP. ORDINARILY, PANEL DECISIONS WILL SPECIFY BOTH THE KIND OF ACTION(S) TO BE TAKEN AND THE TIME FRAME(S) INVOLVED.

SUPERVISORS ARE ENCOURAGED TO DISCUSS THIS GAP SHEET WITH INDIVIDUALS CONCERNED AFTER COMPLETING IT. IF AN SP CAREERIST WISHES TO COMMENT ON THE INFORMATION PROVIDED BY THE SUPERVISOR OR TO EXPRESS HIS OWN INTEREST IN A PROSPECTIVE DEVELOPMENT ACTION OR ACTIONS, HE IS INVITED TO DO SO ON A SEPARATE SHEET OF PAPER (KEYED TO THE ITEM OR ITEMS CONCERNED).

(TO BE COMPLETED ONLY BY SP BOARD OR PANEL)

VIII. PROMOTIONAL READINESS AND POTENTIAL

55. CURRENT PROMOTIONAL READINESS

- NOW OR WITHIN ONE YEAR
- ONE OR TWO YEARS
- AFTER TWO YEARS
- NON-PROMOTABLE (PER CURRENT JUDGMENT)

56. CAREER POTENTIAL TO REACH GS-15 OR ABOVE (PER CURRENT JUDGMENT)

- YES
- NO

IX. POSITION(S) FOR WHICH EMPLOYEE SHOULD BE DEVELOPED AS A PROSPECTIVE REPLACEMENT

X. PERSONAL DEVELOPMENTAL ACTIONS

57. CORRECTIVE ACTIONS TO IMPROVE SKILLS OR KNOWLEDGE, INCLUDING APPLICABLE ITEMS LISTED IN IV-VI.

58. ASSIGNMENTS THAT SHOULD BE UNDERTAKEN

ACTION	WHEN	ASSIGNMENT	WHEN

59. OTR OR EXTERNAL TRAINING COURSES

60. OTHER DEVELOPMENTAL ACTIONS THAT SHOULD BE UNDERTAKEN (E.G., SPECIAL PROJECTS, ETC.)

COURSE	WHEN	ACTION	WHEN

61. DUE DATES FOR PROGRESS REPORTS TO SP PANEL OR BOARD CONCERNING DEVELOPMENTAL ACTIONS (AS APPLICABLE)

ACTION	DATE