



ANNUAL EVALUATION FORM – SENIOR FOREIGN SERVICE

Privacy Act Statement

Authority: 22 U.S.C. § 3901.

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

Routine Uses: The personal information is used inside the Agency by authorized personnel with a need to know. The personal information will not be disclosed outside the Agency without written consent of the employee concerned, except as appropriate under any applicable routine use in the Privacy Act or in the system of records notice USAID-1 Foreign Service Personnel Records. Copies of the Privacy Act and USAID-1 are available by contacting the USAID Privacy Office at privacy@usaid.gov.

Disclosure: The personal information is provided by the employee to enable the rater to evaluate the employee’s performance, and the email address is provided to enable proper entry of this report into the employee’s record. Failure to provide the required personal information may lead to mistaken identity entailing administrative complications with possible inconvenient or adverse consequences for the employee.

Confidentiality of Records: This form is an efficiency report which shall be subject to inspection only by those persons authorized by 22 U.S.C. § 3901.

SECTION 1 – ADMINISTRATIVE DATA

a. Evaluation Period (MM/DD/YYYY)	From	To
b. Name (Last, First, MI)	c. Email Address	
d. Rank		
e. Position Agency Occupational Series Code (AOSC) Title	f. Position Title	
g. Post/USAID Office	h. Backstop	

SECTION 2 – ROLE IN THE ORGANIZATION

Specify your organizational setting, continuing responsibilities, and function within the operating unit, including resources and personnel managed. Indicate factors that add difficulty, complexity and challenge to your position and operating unit. Do not address performance. (400-word limit)

SECTION 3 – SELF-ASSESSMENT OF CORE SKILLS

a. Core Skill - Diversity, Equity, Inclusion, and Accessibility: Provide one or two examples of your accomplishments during the rating period for which you have demonstrated the relevant Core Skill (as defined in the Foreign Service/Senior Foreign Service (FS/SFS) Skills Framework). (250-word limit)

Check the box(es) that correspond to the subskill(s) you are addressing in your narrative.

People	Programs	Partnerships	Policies	Processes
--------	----------	--------------	----------	-----------

SECTION 3 – SELF-ASSESSMENT OF CORE SKILLS

b. Core Skill - Leadership: Provide one or two examples of accomplishments during the rating period for which you have demonstrated the relevant Core Skill (as defined in the FS/SFS Skills Framework). (250-word limit)

Check the box(es) that correspond to the subskill(s) you are addressing in your narrative.

Building Consensus and Partnerships

Contextual Awareness and Political Astuteness

Mission and Empowerment

Vision

SECTION 3 – SELF-ASSESSMENT OF CORE SKILLS

c. Core Skill - Results and Impact-Focused: Provide one or two examples of your accomplishments during the rating period for which you have demonstrated the relevant Core Skill (as defined in the FS/SFS Skills Framework). (250-word limit)

Check the box(es) that correspond to the subskill(s) you are addressing in your narrative.

Accountability for Results

Taking and Managing Risks

Problem Solving

Technical and Substantive Expertise

SECTION 3 – SELF-ASSESSMENT OF CORE SKILLS

d. Core Skill - Professionalism: Provide one or two examples of your accomplishments during the rating period for which you have demonstrated the relevant Core Skill (as defined in the FS/SFS Skills Framework). (250-word limit)

Check the box(es) that correspond to the subskill(s) you are addressing in your narrative.

Adaptability and Flexibility

Communication

Cross-Cultural
Competence

Interpersonal Skills

Teamwork

SECTION 3 – SELF-ASSESSMENT OF CORE SKILLS

e. Core Skill - Talent Management: Provide one or two examples of your accomplishments during the rating period for which you have demonstrated the relevant Core Skill (as defined in the FS/SFS Skills Framework). (250-word limit)

Check the box(es) that correspond to the subskill(s) you are addressing in your narrative.

Professional Development

Supervision and Human Resource Management

SECTION 3 – SELF-ASSESSMENT: UNDERSTANDING OF AND ABILITY TO ADVANCE THE AGENCY'S MISSION

f. Provide example(s) of how you positively advanced the Agency’s Mission and United States foreign assistance objectives acting individually, as a leader or member of a team (e.g., interagency, within or across Bureaus and Independent Offices), or in partnership with local actors or other external stakeholders. Describe the situation, your actions, the impact of your actions and, if applicable, what you learned from the experience. (250-word limit)

Employee: (Signature acknowledges receipt, not necessarily concurrence with rating official statement.)

Employee Signature

Date

DECLINES TO SIGN

SECTION 4 – RATING OFFICIAL STATEMENT

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------|
| a. Quarterly Conversations: Priorities, goals and objectives have been discussed with the employee throughout the rating period, with Quarterly Conversation Records completed by both rating official and employee in ePerformance for each quarter: | Yes | No |
| b. Employee met all skill standards for their current class: | Yes | No |
| c. Employee’s self-assessment is consistent with what I have learned and observed, including through 360 degree input: | Yes | No |
| d. (For Ratings of Mission Directors Only) 360 input was solicited from the Chief of Mission and factored into the statement below: | Yes | No |
| | | Not Available |

Use the space on the next page to summarize 360 input received and to provide supplementary information that the Consolidated Senior Foreign Service Performance Board might find useful in assessing the candidate against the decision criteria outlined in ADS Reference 463mak - Precepts for the Senior Foreign Service Consolidated Performance Board.

If you checked “No” in a box above, use the space on the next page to provide a brief explanation. (400-word limit)



SECTION 4 – RATING OFFICIAL STATEMENT

Rating Official Name

Title

Signature

Date

SECTION 5 – OPTIONAL RESPONSE BY EMPLOYEE

Use the space below **only** to identify any statements made by the rating official that you disagree with and believe should be clarified or corrected. (250-word limit)

Empty response area for employee input.

Employee Signature

Date



INSTRUCTIONS FOR THE SENIOR FOREIGN SERVICE (SFS) ANNUAL EVALUATION FORM (AEF)

All SFS employees must complete an Annual Evaluation Form (AEF) unless they meet one of the exceptions listed in ADS Chapter 463.3.2.1 - Consolidated Senior Foreign Service Performance Board (C/Board) – Coverage and/or have an approved waiver.

If you experience technical issues with placing a dated electronic signature on the signature blocks for this form, please contact your Administrative Management Services (AMS) team or Executive Officer (EXO) for assistance and additional instructions.

SECTION 1 – ADMINISTRATIVE DATA

This section is completed by the employee.

- a. **EVALUATION PERIOD:** Fill in the performance period dates. Normally the rating period runs from April 1 through March 31.
- b. **NAME:** Fill in the employee's Last Name, First Name and Middle Initial.
- c. **Email Address:** Fill in the employee's USAID email address.
- d. **RANK:** Select the correct entry from the dropdown menu, as of the last day of the rating cycle (March 31). If recently promoted or pending attestation of a within-SFS promotion, please select the employee's rank as of the last day of the rating cycle.
- e. **POSITION AGENCY OCCUPATIONAL SERIES CODE (AOSC) TITLE:** The title of the employee's current position, e.g., Mission Director, senior development advisor, supervisory private sector officer.
- f. **POSITION TITLE:** The role or function the employee is currently fulfilling, e.g., Mission Director, Diplomat-in-Residence, Director of the Economic Growth Office.
- g. **POST/USAID OFFICE:** Location (Mission/Bureau/Independent Office) as of the last day of the rating period.
- h. **BACKSTOP:** The two-digit Foreign Service Backstop Code (e.g., BS-02, BS-21) for the position that the employee is currently filling. Senior leadership group positions are Backstop 01.

SECTION 2 – ROLE IN THE ORGANIZATION

This section is completed by the employee.

The section should specify the organizational setting, continuing responsibilities and functions within the operating unit(s), including resources managed. Indicate factors that add difficulty, complexity and challenge to the position and operating unit. No evaluative material or discussion of performance should be included in this section. Please note that the section may be written in first person ("My position involves..."). The character limit is equivalent to 400 words - the provided space can be completely filled but not exceeded.

SECTION 3 – SELF-ASSESSMENT

This section is completed by the employee.

SELF-ASSESSMENT OF CORE SKILLS (Sections 3a through 3e)

For each core skill area, the employee must provide one or two examples of their accomplishments during the rating period for which they have demonstrated the relevant Core Skill (as defined in the FS/SFS Skills Framework). Examples where relevant should relate to the performance expectations documented in the employee's Quarterly Conversation Record (QCR). The employee should use the checkboxes to indicate the sub-skills which are illustrated in the text. Employees should look at sub-skill definitions and be sure that checked sub-skills will be evident to the SFS Performance Board as they read the section.

The section should only focus on work accomplished during the rating period, and should not include material from other time periods. The character limit is equivalent to 250 words for each core skill area - the provided space can be completely filled but not exceeded.

SELF-ASSESSMENT: UNDERSTANDING OF AND ABILITY TO ADVANCE THE AGENCY'S MISSION (Section 3f)

For Section 3f, the employee must provide a self-assessment of how their accomplishments advanced the Agency's mission, which is a precept for SFS promotion and performance pay. The employee must provide one or two examples of how their work advanced USAID's Mission and United States foreign assistance objectives acting individually, as a leader or member of a team (e.g., interagency, within or across Bureaus and Independent Offices), or in partnership with local actors or other external stakeholders. Examples where relevant should relate to the performance expectations documented in the employee's QCR. The text should describe the situation, the employee's actions and their impact, and, if applicable, professional growth that was achieved due to the experience. The character limit is equivalent to 250 words for this section - the provided space can be completely filled but not exceeded.

EMPLOYEE SIGNATURE

The Employee Signature section is at the bottom of page 8. The employee should place a dated electronic signature. The employee's signature acknowledges completion of the employee-drafted sections of the evaluation, not employee concurrence with the rating official section. The employee may opt not to sign the Annual Evaluation Form. In this case, the indicated checkbox should be checked. When the employee signs this section or checks the box, Sections 1-3 become locked and cannot be further edited.

SECTION 4 – RATING OFFICIAL STATEMENT

This section is authored by the rating official.

The rating official must complete the checkbox section on page 9. If any checkboxes are checked "No," an explanation must be provided in the text box which follows.

Checkbox 4a requires the rating official to affirm that the required Quarterly Conversations have been completed and Quarterly Conversations Records (QCRs) have been recorded in ePerformance records for each quarter of the rating cycle. USAID Ambassadors are exempt from this requirement. Other (normally rare) situations where a USAID rating official cannot be assigned can request exemption from the QCR requirement from HCTM in a LaunchPad ticket. In all cases SFS officers must be holding periodic discussions with their rating officials about work expectations and their progress. If for any reason, one or more of the QCs and QCRs were not completed, the reason should be noted by the rating official in Section 4.

Checkbox 4d references the requirement that rating officials must seek 360 input from Chiefs of Mission (COMs) for SFS employees who served as Mission Directors reporting to COMs during the rating cycle. As appropriate, for other SFS employees such as Deputy Mission Directors, country representatives and Regional Mission Directors who do not report to a COM, the rating official is encouraged to consider seeking COM 360 input. In such cases, however, the Not Available box should be checked if the SFS employee is not a Mission Director.

The Rating Official Statement is intended to complement and clarify the SFS employee's self assessment. The statement should address the below elements in a series of short paragraphs. The text is intended to convey the rating official's perspective as well as perspectives contained in the 360 input collected. The character limit is equivalent to 400-words -it is not necessary to use all of the provided space, but it should not be exceeded. There are three required elements for the Rating Official Statement:

1. A Rating Official Statement evaluating the overall performance and potential for advancement for the rated SFS employee. It may include any supplementary information that the rating official would like the Consolidated Senior Foreign Service Performance Board to take into account related to the precepts outlined in ADS 463mak - Precepts for the Senior Foreign Service Consolidated Performance Board.
2. Brief statements explaining any "No" responses to the four checkboxes (discussed above).
3. A brief summary of 360 input collected, including any necessary contextual background. Illustrative quotations may be included. If the SFS employee is a Mission Director, 360 input from the Chief of Mission should be briefly summarized.

The Rating Official Statement should not make any recommendations related to promotion or performance pay. Any examples of accomplishments cited should relate to the current rating cycle.

RATING OFFICIAL SIGNATURE

At the bottom of Section 4, the rating official should place a dated electronic signature. When the rating official signs, Section 4 will become locked and cannot be further edited.

SECTION 5 – OPTIONAL RESPONSE BY EMPLOYEE

This block is optional. If used, the block should be completed after both the employee and the rating official have finalized and signed Sections 1-4 of the AEF and those sections of the document are locked.

This block should **only** be used to identify any statement(s) made by the rating official that the employee disagrees with and believes should be clarified or corrected. The employee must reference the statement(s) believed to be inaccurate in quotation marks and then provide a brief explanation that corrects or clarifies the statement(s). The block may not be used to provide additional self-assessment or examples of performance. The character limit is equivalent to 250 words - the provided space can be completely filled but not exceeded.

At the bottom of Section 5 is the signature block for the employee. If the employee enters text into Section 5, the employee must sign and date electronically. If the employee does not enter text into Section 5, the presumption will be that the employee does not disagree with the Rating Official Statement. If/when the employee signs this section, Section 5 will become locked and cannot be further edited.