



Department of Veterans Affairs

**SUPERVISORY APPRAISAL OF EMPLOYEE FOR PROMOTION
NARRATIVE APPRAISAL**

NAME OF EMPLOYEE	PRESENT POSITION AND GRADE	CURRENT ORGANIZATION
ANNOUNCEMENT NO.	POSITION APPLIED FOR (<i>Title and grade</i>)	ORGANIZATIONAL LOCATION OF POSITION

INSTRUCTIONS: The information furnished on this form will be important in determining the degree to which the employee possesses the Knowledge, Skills, Abilities, and Other characteristics (KSAO's) which are required for performance in the position being filled. The supervisor and/or reviewer should describe the level of the employee's performance related to each rating factor or job element and give specific examples to illustrate. If the employee's performance in the current job does not include any of the KSAO's in the rating factor or job element, write, not observed.

If more space is required, use additional sheets of paper and include the name of the supervisor or reviewer at the top of each sheet and identify the appropriate rating factor or job element. NOTE: This form may be used for comments by the supervisor followed by comments by the reviewer or separate forms may be used for each. If separate forms are used for the supervisor and reviewer, the supervisor's appraisal should be made available to the reviewer during the review process.

NARRATIVE APPRAISAL

CONTINUATION OF NARRATIVE APPRAISAL

SIGNATURE OF SUPERVISOR	DATE	TOTAL TIME YOU SUPERVISED EMPLOYEE
		FROM TO
SIGNATURE OF REVIEWER	DATE	TOTAL TIME EMPLOYEE UNDER YOUR DIRECT OR INDIRECT SUPERVISION
		FROM TO
SIGNATURE OF EMPLOYEE <i>(If appropriate)</i>		DATE

