

Virginia Defense Force Personnel Evaluation		
Name:		Rank:
SSAN:	Assigned to:	Duty:

PART I – PERFORMANCE OBJECTIVE

During the training year this individual will achieve the following key performance objectives:		
	Ratee Initials:	Date:
Objective	Not Met	Met

PART II – MEASUREMENT AGAINST STANDARDS

Standard	Not Met	Met	Exceeds
RELIABILITY – does what he says he will do, Can be counted on to fully support unit			
INTEGRITY – does not lie or quibble, his word can be trusted, personally honest			
APPEARANCE – neat and clean with a proper uniform in good condition, pride shows			
ATTITUDE – positive, team player, acts with respect, unbiased, leads rather than drives			
INSTRUCTOR – capable teacher in field and in classroom, troops are well trained			
PERSONAL SKILLS – high degree of technical competence in METL tasks			

PART III – PERSONAL DEVELOPMENT

Attended following training outside UTAs and MUTAs:

PART IV – RATER'S EVALUATION

<input type="checkbox"/> Unsat	<input type="checkbox"/> Marginal	<input type="checkbox"/> Solid Performer	<input type="checkbox"/> Excellent	<input type="checkbox"/> Promote Now
Attendance:	UTAs:	MUTAs:	Events:	
Signature:		Date:		

PART V – ENDORSEMENTS

Compared to other officers/NCOs assigned I rate this individual's performance as:					Not Observed	Observed	Do Not Concur	Concur
Unsat	low 3rd	middle	top 3rd	best				
COMMENTS:								Pool
Unit:				Signature:			Date:	
Compared to other officers/NCOs assigned I rate this individual's performance as:					Not Observed	Observed	Do Not Concur	Concur
Unsat	low 3rd	middle	top 3rd	best				
COMMENTS:								Pool
Unit:				Signature:			Date:	
Compared to other officers/NCOs assigned I rate this individual's performance as:					Not Observed	Observed	Do Not Concur	Concur
Unsat	low 3rd	middle	top 3rd	best				
COMMENTS:								Pool
Unit:				Signature:			Date:	

INSTRUCTIONS FOR COMPLETING THE PERSONNEL EVALUATION

1. Complete form on each Officer, Warrant Officer, and Staff Sergeant and above. Form is optional for Sergeant and below.
2. PART I – With individuals, establish goals for what that individual will accomplish during the year. Individual initials to ensure the goals are understood. Check each goal MET or NOT MET at time of next evaluation
3. PART II – Honestly evaluate how the individual meets standards in each of 6 critical factors. EXCEDES should be a rare rating for truly exceptional performance – the best in the unit in this area.
4. PART III – If the individual has taken outside training that makes them more valuable and effective as VaDF members, note it.
5. PART IV – Commander rates the member against military standards overall. Average good member should be checked SOLID PERFORMER. Check PROMOTE NOW if individual is eligible and ready for promotion. Give the actual number of training assemblies the member has attended in each category.
6. PART V – Completed by supervisors and commanders in the rating chain in the chain of command. Check whether you CONCUR or DO NOT CONCUR with the previous ratings and comments. Check whether you have OBSERVED this individual's performance. Rank the individual against others of similar grade and responsibility in the organization. In the POOL block give the number of others in the similar grade and duty that you ranked the individual against. Add any comments. Senior Commanders are not required to complete this section – it is an option that lets you comment for the individual's record for awards, promotion boards, and duty assignment selections.