

3 FAM 7600 FSN EMPLOYEE PERFORMANCE EVALUATION, INCENTIVE AWARDS, AND TRAINING

3 FAM 7610 PERFORMANCE EVALUATION

3 FAM 7611 POLICY

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

Appropriate involvement by management, the supervisor and the employee in the performance evaluation process, including the proper use of performance evaluation reports, will facilitate the:

- (1) Strengthening of the supervisor-employee relationship;
- (2) Identification and discussion of work requirements;
- (3) Development and discussion of work goals and objectives which will serve as the basis for the employee's end-of-year appraisal;
- (4) Identification of training and other developmental needs;
- (5) Recognition of outstanding performance;
- (6) Correction of deficiencies in work;
- (7) Performance counseling and optimal use of individual talent; and
- (8) Identification of unsatisfactory performance by employees who perhaps should be reassigned or dismissed.

Note: The performance of FSN employees shall be evaluated on Form JF-50, "Work Plan and Performance Evaluation Report for Foreign Service National Personnel" (see 3 FAH-2H, Chapter 3).

3 FAM 7612 PROCEDURES

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

See 3 FAH-2H, Chapter 3.

3 FAM 7613 THROUGH 7619 UNASSIGNED