



# APPLICANT APPRAISAL

## MERIT PROMOTION PROGRAM

Name of Candidate _____	Announcement Number
	Title and Grade of Vacancy

TO APPLICANT: Please list the quality ranking factors for the position that you are applying for and have this appraisal completed by your supervisor for submission with your application package.

TO SUPERVISOR: The factors listed below are knowledges, skills, abilities, and other characteristics which are important for satisfactory performance of the position being filled. Use the ratings below to describe the candidate's observed performance. If you rate the candidate as outstanding or highly satisfactory, please cite specific examples which demonstrate the candidate's superior performance.

- |  |                              |
|--|------------------------------|
| <b>O</b> = Outstanding                                       | <b>B</b> = Barely Acceptable |
| <b>H</b> = Highly Satisfactory                               | <b>U</b> = Unacceptable      |
| <b>S</b> = Successful (fully meets performance requirements) | <b>N/A</b> = Not Observed    |

Quality Ranking Factors	Rating	Examples

<b>Period of Time You Supervised Candidate</b>		Signature	Date (mm-dd-yyyy)
From (mm-dd-yyyy)	To (mm-dd-yyyy)		