SECTION III

Performance Review Prepared 2/22/99

ATTACHMENT I

CONDUCT AND EFFICIENCY REPORT FOR OJT PARTICIPANTS

Diane KLeinnan	Objective Rated:	Post of Duty:
Period Covered by This Report: From: 02-0/To:02-22-99	Prepared by: R. DALLESANDED	Title: 55A

Circle the description in each item which, in your opinion, most clearly depicts the participant. Make comments in the last section for any ratings of Outstanding or Unsatisfactory.

1. KNOWLEDGE OF CUSTOMS LAWS:

CUTSTANDING	RICELLENT	FULLY SUCCESSFOR	MARGINAL	UNSATISPACTORY
Exceptional knowledge and mastery of all phases of Customs laws.	Thorough knowledge of practically all phases of Customs laws.	Adequate knowledge of phases of Customs	Weak knowledge of phases of Customs laws.	

2. KNOWLEDGE OF THE JOB:

COTSTANDING	EXCELLENT	POLLY SUCCESSAUL	MARGINAL	UNSATISFACTORY
Exceptional mastery of all phases of work.	Thorough knowledge of practically all phases of work.	Adequate knowledge of all phases of work	Weak in knowledge of some phases of work.	Inadequate comprehension of job requirements

JUDGEMENT: Exercise of good judgement to arrive at sound conclusions and decisions based on available facts.

CUTSTANDING	EXCELLENT	PULLY SUCCESSEUL	MARGINAL	UNSATISFACTURY
Uses good judgement at all times. Reaches conclusions logically and rapidly.	Generally grasps situations and draws correct conclusions. Uses good common sense.	Usually reaches correct conclusions based on concrete facts. Learns irom experience.	Makes immature decisions. Often jumps to conclusions.	Seriously lacking in good judgement. Has no sense of proportion.

4. ACCEPTANCE OF RESPONSIBILITY: A willingness to assume duties.

CUTSTANDING	EXCENTENT	FULLY SUCCESSFUL	MARGINAL	UNSATISFACTORY
Demonstrates an extreme sense of responsibility.	Filling to accept responsibility.	Accepts, but does not seek out responsibility.	Does assigned tasks reluctantly.	Irresponsible.

5. COOPERATION: Appreciation of collective actions for mitual benefit.

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISPACTURY
Greatest possible cooperation.	Very cooperative. Displays wholesome attitude.	Cooperative. Pollows suggestions faithfully.	Occasionally uncooperative. Reluctant to help others.	Difficult to bandle. Cooperates when he/she has to.

6. INITIATIVE: Desire and ability to introduce new course of action.

COTSTANDING	RICKLLENT	FULLY SUCCESSEUL	MARGINAL	UNSATISPACTORY
Seeks and initiates for his/herself additional tasks.	Often originates actions which contribute to the satisfactory completion of the job.	progressive. Has the necessary drive.	Rarely suggests. Pollows precedent.	Needs detailed instructions.

CUTSTANDING	THE JOB: Relat			UNSATISFACTORY
emonstrates a rofessional	Exhibits above average interest	Positive actitude	Demonstrates little interest	Has no interest in performing the
ttitude and implays positive aterest.	in performance of duties and the mission of the service.	mission and duties of the service.	in the mission of the service, and displays indifference to	mission and duties of the service.
			assignments.	
. ADAPTABILIT	Y: Quickness to job.	adjust to new si	tuations encoun	tored on the
OUTSTANDING	EXCELLENT	FULLY SUCCESSFOL	HARGINAL .	UNSATISFACTORY
Exceptionally fast to adjust to changing conditions.	Rather quick to absorb new material and adjust to changes.	catches on and adjusts to changes fast enough to perform work satisfactory.	Rather slow to adjust to changes or new duties.	Very slow to adjust to changes or to learn new duties; becomes confused easily.
. DEPENDABILIT	TY:			
COTSTANDING	RICELLENT	PULLY SUCCESSEUL	KARGINAL	UNSATISFACTURY
Can always be depended upon.	Very dependable.	Usually can be depended upon.	Occasionally undependable.	Can not be depended upon.
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Satisfacion Superior	ton level of	is programmed is cons	timing to	a gain sure

SECTION III

ATTACHMENT I

CONDUCT AND EFFICIENCY REPORT FOR OJT PARTICIPANTS

Participant's Name: Diane Kleiman	Objective Rated:	Post of Duty:
Period Covered by This Report: From: 02-01 To: 02-28-99	Prepared by:	Title:

Circle the description in each item which, in your opinion, most clearly depicts the participant. Make comments in the last section for any ratings of Outstanding or Omsatisfactory.

1. KNOWLEDGE OF CUSTOMS LAWS:

OUTSTANDING	EXCELLENT	FULLY SUCCESSPUL	MARCHOL	UNSATISPACTORY
Exceptional knowledge and mastery of all phases of Customs laws.	Thorough knowledge of practically all phases of Customs laws.	Adequate knowledge of phases of Customs laws.	Weak knowledge of phases of Customs laws.	Inadequate comprehension of provisions of Customs laws.

2. KNOWLEDGE OF THE JOB:

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISPACTORY
Exceptional Enstery of all phases of work.	Thorough knowledge of practically all phases of work.	Adequate knowledge of all phases of work.	Weak in knowledge of some phases of work.	Inadequate comprehension of job requirements.

JUDGEMENT: Exercise of good judgement to arrive at sound conclusions and decisions based on available facts.

COTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGING	UNSATISPACTURY
Uses good judgement at all times. Reaches conclusions logically and rapidly.	Generally grasps situations and draws correct conclusions. Uses good common sense.	Usually reaches correct conclusions based on concrete facts. Learns from experience.	Makes immature decisions. Often jumps to conclusions.	Seriously lacking in good judgement. Has no sense of proportion.

ACCEPTANCE OF PESPONSIBILITY: A willingness to assume duties.

OUTSTANDING	EXCELLENT	PULLY SUCCESSFUL	MARCINA	UNSATISPACTORY
Demonstrates an extreme sense of responsibility.	responsibility.		Does assigned tasks reluctantly.	Irresponsible.

COOPERATION: Appreciation of collective actions for mutual benefit.

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	HARGINAL	UNSATISFACTORY
Greatest possible cooperation.	Very cooperative. Displays wholesome attitude.	Pollovs	Reluctant to help	Difficult to handle. Cooperates when he/she has to.

6. INITIATIVE: Desire and ability to introduce new course of action.

OUTSTANDING	*SXCELLENT	PULLY SUCCESSFUL	MARGINAL	UNSATISPACTORY
Seeks and initiates for his/herself additional tasks.	Often originates actions which contribute to the satisfactory completion of the job.	Progressive. Has the necessary drive.	Rarely suggests Pollows precedent.	Heeds detailed instructions.

INTEREST ON THE JOB: Relates to attitudes towards the Customs Service. UNSATISFACTORY EXCELLENT PULLY SUCCESSFUL MIREDOL OUTSTAND ING Positive attitude toward the mission and duties of the Has no interest Demonstrates little interest in the mission of Demonstrates a Exhibits above in performing the average interest in performance of duties and the mission of the professional mission and attitude and the service, and displays duties of the displays positive service. service. interest. indifference to service. assignments.

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISPACTORY
exceptionally tast to adjust to changing conditions.	Rather quick to absorb new caterial and adjust to changes.	Catches on and adjusts to changes fast enough to perform work satisfactory.	Rather slow to adjust to changes or new duties.	Very slow to adjust to changes or to learn new duties; becomes confused easily.
DEPENDABILIT	TY:			
OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISPACTORY
Can always be depended upon.	Very dependable.	Usually can be depended upon.	occasionally undependable.	Can not be depended upon.
ATE THIS REP	ORT WAS PREPA	ARED: 3-22-99	?	
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OMMENTS: CA	forcement.	support to	uccorizat	Land.
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REVIEWED BY: V-learn

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