U.S. Department of State

MERIT PROMOTION PROGRAM
APPLICANT APPRAISAL

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 OF-612, "Optional Application for Federal Employment."

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.

O = Outstanding
H = Highly Satisfactory
S = Successful (fully meets performance requirements)

B = Barely Acceptable
U = Unacceptable
N/A = Not Observed

Quality Ranking Factors	Rating	Examples

Period of Time You Supervised Candidate		Supervisor's Signature	Date *(mm dd yyyy)*
From *(mm dd yyyy)*	To *(mm dd yyyy)*		

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