

**GENERAL SCHEDULE SUPERVISORY GUIDE**  
**POSITION EVALUATION SUMMARY**

| AGENCY/ORGANIZATION LOCATION:                     |                                 | POSITION No:    |                            |
|---|---------------------------------|-----------------|----------------------------|
|   |                                 | OFFICIAL TITLE: |                            |
|   |                                 | PP-SER-GR.:     |                            |
|   |                                 | WORKING TITLE:  |                            |
| PP-SER-GR-TITLE (Immediate Supervisor):           |                                 |                 |                            |
| EVALUATION FACTORS                                | FACTOR LEVEL                    | POINTS ASSIGNED | EXPLANATORY COMMENTS       |
| 1. Program Scope and Effect                       |                                 |                 |                            |
| 2. Organizational Setting                         |                                 |                 |                            |
| 3. Supervisory and Managerial Authority Exercised |                                 |                 |                            |
| 4. Personal Contacts<br>Nature Of:                |                                 |                 |                            |
|   | Purpose Of:                     |                 |                            |
| 5. Difficulty of Typical Work Directed            |                                 |                 |                            |
| 6. Other Conditions<br>Special Situations         |                                 |                 |                            |
| SUMMARY   | TOTAL POINTS                    |                 | POINT RANGE                |
|   | GRADE CONVERSION                |                 | DATE                       |
|   | ADJUSTMENT FACTOR APPLIED       |                 | SIGNATURE                  |
|   | FINAL GRADE LEVEL DETERMINATION |                 | HUMAN RESOURCES SPECIALIST |