



SECTION A - INDIVIDUAL REPORTED ON

1. NAME (Last, first, middle)		2. SOCIAL SECURITY NO.	3. NAME AND LOCATION OF FACILITY		4. FACILITY NO.
5. GRADE/STEP	6. POSITION TITLE		7. PROB. REV. DUE	8. PERIOD COVERED BY REPORT FROM TO	
9. SERVICE			10. DATE OF BIRTH		11. NO. OF YEARS IN VA MED. SERVICE
12. DUTY BEING PERFORMED					

SECTION B - REPORT OF PROFICIENCY

INSTRUCTIONS TO RATER	LEGEND
Carefully read Instructions in Part 6 before completing form. Rate one or more of the categories (items 13 through 16) as appropriate to duties and responsibilities of the individual and in all instances Personal Qualities (Category V). Narrative summary to support overall evaluation is required in Section D. Refer to Supplement to MP-5, Part II, Chapter 6, concerning procedures for low satisfactory and unsatisfactory ratings.	Unsatisfactory - Has not met reasonable expectations. Low Satisfactory - Usually met reasonable expectations but performance sometimes marginal. Satisfactory - Fully met and sometimes exceeded expectations. High Satisfactory - Usually exceeded reasonable expectations by a substantial margin. Outstanding - Consistently exceeded reasonable expectations to an exceptional degree.
13. CATEGORY I - CLINICAL COMPETENCE (Includes examination, diagnosis, therapeuticability, effectiveness in emergencies, patient management, consultations, specialty skills and record keeping)	
<input type="checkbox"/> UNSATISFACTORY <input type="checkbox"/> LOW SATISFACTORY <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> HIGH SATISFACTORY <input type="checkbox"/> OUTSTANDING	
14. CATEGORY II - EDUCATIONAL COMPETENCE (Includes effectiveness in teaching, monitoring and coordinating educational activities (planning, evaluating and documenting))	
<input type="checkbox"/> UNSATISFACTORY <input type="checkbox"/> LOW SATISFACTORY <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> HIGH SATISFACTORY <input type="checkbox"/> OUTSTANDING	
15. CATEGORY III - RESEARCH AND DEVELOPMENT (Includes ability to identify and define significant Research and Development problems, to plan and execute a precise research program and to generate effective reports worthy of publication. Communicates and promotes the broad use of the results of Research and Development)	
<input type="checkbox"/> UNSATISFACTORY <input type="checkbox"/> LOW SATISFACTORY <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> HIGH SATISFACTORY <input type="checkbox"/> OUTSTANDING	
16. CATEGORY IV - ADMINISTRATIVE COMPETENCE (Includes supervisory ability, effectiveness in planning, program planning, administrative judgment, decision willingness and correspondence and reporting)	
<input type="checkbox"/> UNSATISFACTORY <input type="checkbox"/> LOW SATISFACTORY <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> HIGH SATISFACTORY <input type="checkbox"/> OUTSTANDING	
17. CATEGORY V - PERSONAL QUALITIES (Includes emotional stability, dependability, relations with staff and community, eliciting cooperation, handling groups and adherence to ethical standards)	
<input type="checkbox"/> UNSATISFACTORY <input type="checkbox"/> LOW SATISFACTORY <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> HIGH SATISFACTORY <input type="checkbox"/> OUTSTANDING	

SECTION C - OVERALL EVALUATION

18. OVERALL RATING
<input type="checkbox"/> UNSATISFACTORY <input type="checkbox"/> LOW SATISFACTORY <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> HIGH SATISFACTORY <input type="checkbox"/> OUTSTANDING

SECTION D - NARRATIVE SUMMARY OF RATING OFFICIAL

19. COMMENTS (Comments are required for each rated category and particularly on those elements in which the individual shows exceptional strengths or weaknesses or a change from previous rating. Briefly describe the employee's potential for advancement to higher clinical or executive positions. If in a supervisory capacity, comment on employee's concern for the VA mission and responsiveness to public and agency policies, including such areas as equal employment opportunity, employment of disabled veterans and other handicapped individuals).

19. COMMENTS (Continued)

20. CONTINUING EDUCATION ACTIVITIES ARE

SATISFACTORY UNSATISFACTORY

21. ENTRIES ON THIS FORM ARE BASED ON

A. FREQUENT OR DAILY CONTACT C. FREQUENT OBSERVATION OF WORK RESULTS
 B. INFREQUENT CONTACT D. INFREQUENT OBSERVATION OF WORK RESULTS

22. NO. OF MONTHS UNDER MY SUPERVISION

23A. SIGNATURE OF RATING OFFICIAL

23B. POSITION

23C. DATE

SECTION E - COMMENTS OF APPROVING OFFICIAL

(If in disagreement with rating, refer to VHA Supplement to MP-5, Part II, Chapter 6, App. 6A, General Instructions)

24. COMMENTS

25A. SIGNATURE OF APPROVING OFFICIAL

25B. POSITION

25C. DATE

SECTION F - RATED EMPLOYEE

26. I HAVE SEEN THE APPROVED RATING AND HAVE HAD THE OPPORTUNITY TO DISCUSS IT

YES NO

27. I Am Interested In Advancement To A Higher Clinical Or Administrative Position

YES NO

NOTE - Comments concerning your rating may be submitted in writing to your supervisor and will be filed in your Official Personnel Folder and/or Board Action Folder.

PROFESSIONAL CAREER DEVELOPMENT PROGRAM - Physicians and Dentists who are interested in assignment to centralized positions, and incumbents of centralized positions and staff Dentists interested in reassignment.

I have been provided with VA Form 10-5349 (Check if applicable)

28A. SIGNATURE OF EMPLOYEE

28B. DATE

GENERAL INSTRUCTIONS FOR COMPLETING VA FORM 10-2623a

Section A - Check each item for accuracy. The Rating Official will complete Sections B, C and D.

Section B, Report of Proficiency - Observe carefully INSTRUCTIONS TO RATER and definitions of ratings included under LEGEND. Check (4) the adjectival rating for each appropriate item. A guide to definitions of category elements is contained in **Figure 6.04** of Appendix 6A of VHA Supplement to MP-5, Pt. II, Chapter 6. All employees should be rated for "Personal Qualities" (Category V, item 17).

Section C, Overall Evaluation - An objective appraisal of overall competency in the performance of duties and responsibilities will be made. Normally, the appraisal should reflect an average of the rated categories and the narrative summary. In some instances, one or more rated categories which are critical to successful performance may form the basis for the overall rating because their significance outweighs that of other categories rated or the aggregate of other categories. For example, when an unacceptable level of performance has been demonstrated in one or more rated categories in which satisfactory performance is essential, an overall rating of unsatisfactory may be assigned.

Section D, Narrative Summary - Comments required on each rated category.

Sections E and F - Self explanatory.

"Consult VHA Supplement to MP-5, Part II, Chapter 6, for instructions concerning unsatisfactory and low satisfactory ratings."

THIS INSTRUCTION SHEET SHOULD BE USED AS A GUIDE AND DESTROYED AFTER RATING IS COMPLETED.