

Supervisory Appraisal

LED6072, Stepping Up to Leadership

Candidate: _____ **Supervisor:** _____

Period of Supervision: _____ **Supervisor's Phone:** _____

The employee named above has requested consideration for the Stepping Up to Leadership Program. Your appraisal will be used as one measure in ranking the employee with other candidates. Please complete this form based upon your appraisal of the employee's ability to perform satisfactorily in the development program. This appraisal is available to an employee upon her/his request.

Knowledge, Skills, and Abilities Required

**Would Exceed
Requirements**

**Would Fully
Meet
Requirements**

**Would Need
Further
Development**

**Unable to
Address**

1. Ability to lead.				
2. Ability to communicate orally in a variety of settings.				
3. Able to communicate through writing.				
4. Ability to seek feedback and take positive action to improve skills.				
5. Knowledge of the mission and organization of the Fish and Wildlife Service.				

In the space below or in a separate letter, please write a brief statement describing the applicant's current abilities and readiness for this program.

Supervisor's signature _____ Date _____