

First Line Supervisor's Evaluation Form

Department of Commerce (DOC) Senior Executive Service Career Development Program (SESCDP)

Applicant Instructions:

Please have this form completed and signed by your first line supervisor and submit it with your application by the closing date of the announcement.

Applicant's Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Supervisor's Email & Phone Number: \_\_\_\_\_

First Line Supervisor Instructions:

The five Executive Core Qualifications (ECQ) listed below are necessary for successful performance in an SES position. In the table below, please rate the applicant's demonstrated potential for each ECQ using the scale below.

- 5 – Outstanding
- 4 – Highly Successful
- 3 – Fully Successful
- 2 – Minimally Successful
- 1 – Unsatisfactory

Please also enter the **Overall Rating** of the applicant's potential for participation in the DOC SES CDP by adding the scores for each ECQ and dividing the total by 5. For addition information on the ECQs, you may access the Guide to Senior Executive Service Qualifications information at

<http://www.opm.gov/ses/recruitment/ecq.asp>.

Rating	SES ECQ
	1. Leading Change – involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals.
	2. Leading People – the ability to lead people toward meeting the organization's vision, mission and goals.
	3. Results Driven – the ability to meet organizational goals and customer expectations.
	4. Business Acumen – the ability to manage human, financial and information resources strategically.
	5. Building Coalitions – the ability to build coalitions internally and with other Federal agencies, state and local governments, non-profit and private sector organizations, foreign governments, or international organizations to achieve common goals.
	<b>Overall Rating</b>