



Sensitive: Personal (After first entry)

AE 360  
Revised 29 Oct 15

Department of Defence

Employee ID

Date

## Army Other Ranks Performance Appraisal Report

Performance Appraisal is a vital component of the Performance Management Framework. Its purpose is to provide feedback to individuals, identify strengths and weaknesses, and provide constructive guidance for further development. As such, the data from the appraisal will be used to develop career plans, identify potential for promotion postings and courses, and to support administrative action resulting from unsatisfactory performance. Depersonalised aggregated data may also be used for research activities.

Report type

Annual

### Part 1A - Personal and job details

- This section **MUST** be checked by the person to be assessed. If not completed accurately, this appraisal will not provide the required results for the soldier who is to be assessed.

Employee ID	Worn rank	Substantive rank	Family name	Given name(s)
8123456	PTE(P)	PTE(P)	SMITH	JULIE
Seniority date	Unit	Defence email address		
15 Jan 2015	LWC	julie.smith1@defence.gov.au		
Corps	Employment category	Unit POC Defence email address		
RACT	Driver	sam.jones1@defence.gov.au		
Duty type	Reporting period	Period start date	Period end date	Res days
Permanent Force Full-time duty	2017	17 Jan 2017	16 Jan 2018	

Duty statement (Describe the unique nature or demands of the role)

**ECN 274-2**  
adhere to WHS policies and procedures; apply fatigue mgt strategies; operate a loaded military vehicle; load a vehicle; use and maintain vehicle CES; perform duties of a vehicle guide; navigate from a vehicle; diagnose and rectify minor faults; perform vehicle maintenance and servicing; operate a vehicle in difficult terrain; transport dangerous goods; operate in a threat environment;

### Part 1B - Future employment preferences

Preferred unit / appointment	Preferred location
1. xx	1. Albury/Wodonga
2. xx	2. Brisbane Metropolitan Area
3. xx	3. Darwin Metropolitan Area

### Part 1C - Posting considerations

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Current tertiary study
<input type="checkbox"/> One or more dependants is recognised as 'special needs'	<input type="checkbox"/> Family members employment
<input type="checkbox"/> Other considerations that might affect my next posting	<input type="checkbox"/> Child care requirements
<input type="checkbox"/> Service spouse/partner	<input type="checkbox"/> Support to family requirements

Posting consideration statement

.

Signature (Double click to digitally sign)

linda.waldron (22/08/2017)

Sensitive: Personal (After first entry)

## Part 2A - Assessing officer details

Employee ID	Service	Rank	Family name	Given name(s)
82222222	Army	SGT	JONES	SAMUAL
Defence email address			Corps	Position / appointment title
SAM.JONES1@defence.gov.au			RACT	PLCOMD

## Part 2B - Assessing officer report (Commentary is mandatory when top or bottom rating is selected)

AIRN compliancy	As at date	Physical	Weapons	Medical	Dental
Ready	5 May 2017	Current	Current	Current	Current

Medical employment classification  
J11

Army ethos  
Meets expectations

Has demonstrated integrity, self-discipline, and professionalism; demonstrates behaviour and personal values consistent with courage, initiative, respect and teamwork.

**PTE Smith upholds the Army ethos throughout all aspects of her job. She works hard for the team and is respectful of others.**

Leadership  
Above worn rank

Positively influences and motivates peers and subordinates, supports professional development and welfare of subordinates; leads by example; maintains discipline and standards. **For WO2 & WO1: Effectively mentors junior officers.**

**PTE Smith leads by example in PT by consistently achieving the strongest female BFA/PESA results. During PT sessions she motivates her peers through verbal encouragement. She regularly organises 'buddy' training sessions with female peers who find Army fitness standards to be challenging.**

Job competence  
At worn rank

Demonstrates effective performance across the full range of tasks for Rank and trade; seeks to learn from others, accepts negative and positive feedback; is enthusiastic, conscientious and determined.

**PTE Smith has worked hard to develop her all-corps SKAs. She regularly asks for feedback, reflects on constructive feedback, and applies guidance in developing job competency. She participated in Ex TS 2017 as a driver in a threat environment to a good standard.**

Interpersonal relations  
Effective

Demonstrates a positive and supportive attitude to superiors, subordinates and peers; considerate interactions with others. The soldier is fair, firm, friendly and inclusive. Soldier is effective in a diverse environment.

**PTE Smith recognises the needs of others and works hard to assist all those within her chain of command. She has developed a strong working relationship with supervisors and peers and actively supports the implementation of command decisions.**

Teamwork  
Effective

Builds cohesion in the team; works for the team and is instrumental in team's achievement of desired outcomes; Puts team ahead of self.

**PTE Smith strives for good team performance and is a strong team motivator. She works well with peers and strives to achieve team goals in fitness training, on exercise, and in the barracks.**

Work ethic  
At worn rank

Maintains work life balance, demonstrates commitment to the organisation; willing to act at some expense to themselves; demonstrates the courage of their convictions.

**PTE Smith encourages effort toward common goals to the benefit of the organisation. She maximises the use of available resources and follows developed procedures to accomplish objectives. She maintains a good work life balance.**

Judgement  
At worn rank

Is pragmatic, applies common sense, is consistent, is self-aware; understands effects of decisions.

## Part 2B - Assessing officer report (Continued)

## Initiative

At worn rank

Demonstrates rational, creative and intuitive thinking; demonstrates insight and quickness of comprehension; able to develop workable and effective solutions.

## Adaptability

At worn rank

Innovative, copes with change, progressive in thought; has a can-do attitude and is forward looking.

P

## Accountability

At worn rank

Soldier is accountable and accepts responsibility for effects of actions and words. Soldier demonstrates insight.

## Technical/trade skills

At worn rank

Soldier is effective in their trade/technical specialty. Soldier is consistent and reliable in performance of specialty. Is doing additional activities to achieve technical mastery.

## Oral and written communication

At worn rank

Effective oral and written communication skills, communicates persuasively; is succinct and uses appropriate tone and style. Communication skills are appropriate to rank and position.

**PTE Smith produces competent workplace communication. Her tone and style reflect a good understanding of rank relationships. Content, punctuation and grammar errors detract from her work. PTE Smith excels in verbal communication. During PT and on exercise, she communicates clearly and succinctly.**

## I have identified the following strengths

**PTE Smith is highly-motivated. She seeks to develop her impressive fitness standards by qualifying as a CFL and representing Defence in basketball competitions. She embraces PD opportunities such as volunteering to participate in Ex LIGHTNING WARRIOR, an Indigenous cultural awareness training activity. PTE Smith is respected by her peers both for her fitness achievements and her willingness to help others. Her leadership qualities suggest that she has the potential to become a high-performing JNCO.**

## I have identified the following opportunities for development / improvement

**PTE Smith's written communication can show a lack of accuracy WRT content, punctuation and grammar. She needs to develop her time-management skills so that she can thoroughly fact-check and proofread. She needs to identify early if she cannot complete a task to the required standard and alert her SECCOMD. Time-management, effective written communication, and accuracy are critical employability skills. Developing these skills will enhance her suitability for promotion.**

## Briefly highlight aspects of performance that differentiates this soldier from their peers

xx

**Part 2B - Assessing officer report (Continued)**

Strategic perspective (For WO2 and WO1 only) Grasps the Big Picture; contributes to the achievement of strategic goals (given constraints of posting and position); demonstrates good situational awareness of Commander's priorities; able to look beyond immediate job.

Signature (Double click to digitally sign)

linda.waldron (22/08/2017)

**Part 3 - Assessed soldier's declaration - interim report**I have read and been debriefed on my interim report **Yes**

Signature (Double click to digitally sign)

linda.waldron (22/08/2017)

**Part 4 - Assessing officer annual report**I rate **JULIE SMITH** **2** out of **10** **PTE(P)** that I am AO for.

Performance rating

Prefer to most

xx

Promotion recommendation

Promote to a first appointment position within the next 18 months

Instructional posting (Corps, all Corps)

Suitable

Representational duties (Internal to Army)

Suitable

Overseas representational duties

Suitable

Instructional posting (ARTC, RMC-D, ADFA)

Suitable

Representational duties (External to Army)

Suitable

Commissioning

NA

**Advancement Recommendation WO1 only**

Is this soldier recommended for advancement to the next Tier in the next 18 months or in this Career Management Cycle?

Assessing officer

Signature (Double click to digitally sign)

linda.waldron (22/08/2017)

**Part 5A - Assessed soldier's declaration - annual report**

I have read and been debriefed on my annual report

I intend to make representation against the assessor's report  
(After reading Part 6 of the report, the assessed officer is to indicate their intention to represent)

Representation made by assessed soldier

Signature (Double click to digitally sign)

linda.waldron (22/08/2017)

**Part 5B - Reviewing officer report (If required)**

Employee ID

Service

Rank

Family name

Given name(s)

Defence email address

Corps

Position / appointment title

**Part 5C - Reviewing officer representation results (If required)**

Result of representation process

Representation comments

Signature (Double click to digitally sign)

**Part 5D - Assessed Soldiers acknowledgement (If required)**

I have read and acknowledge the Reviewing Officers report

Signature (Double click to digitally sign)

Employee ID

Date

## Part 6A - Senior assessing officer report

Employee ID <b>8123456</b>	Service <b>Army</b>	Rank <b>WO2</b>	Family name <b>ASSESSOR</b>	Given name(s) <b>JAMES</b>
Defence email address <b>iamassessor@defence.gov.au</b>		Corps <b>RACT</b>	Position / appointment title <b>TRGWO</b>	

I **Agree** with the AO's appraisal and promotion recommendation for this soldier.

Potential for instructional posting	<b>Highly suitable</b>
Potential for representational posting	<b>Suitable</b>
Potential for promotion	<b>Highly suitable</b>
Potential for Commissioning	<b>Shows potential</b>

## Part 6B - Advancement recommendation

For WO1 only, is this soldier recommended for advancement to the next Tier in the next 18 months or in this Career Management Cycle?

SAO **[redacted]**

I rate **JULIE SMITH** **2** out of **10** **PTE(P)** that I am SAO for.

Performance rating **Prefer to most**

SAO comments  
**xxx**

Signature (Double click to digitally sign)  
**linda.waldron (22/08/2017)**

## Part 7 - Assessed soldier's declaration

I have read and been debriefed on my annual report **Yes**

Signature (Double click to digitally sign)  
**linda.waldron (22/08/2017)**

## Part 8 - CMA submission

Has this form been partially or completely hand signed?

☐ Yes (If Yes, please attach a scanned copy of this PAR)

☒ No

CMA email address  
**DSCMA-PAR@drn.mil.au**

Employee ID
Date

Part 9 - Annual career guidance

Overall position (By Rank and trade)	Top 10%
The assessed soldier <b>Did</b> receive a career guidance interview in this reporting period.	
Career advisor guidance to assessed soldier	
<div>xxx</div>	
Signature (Double click to digitally sign)	
linda.waldron (22/08/2017)	

# Army Other Ranks Performance Appraisal Report

## Helpful hints for using this form

### Data fields

This form contains fields into which the user can make selections or insert text. Some fields have an associated choice list offering you a range of response options. Clicking on an option places it in the field. Some fields are check boxes, where clicking on the field (or pressing the spacebar) places a tick (equivalent to 'this is my choice') in the field. Other fields are free text fields where you can key in alphabetic characters and numbers.

### Field help

Most data fields have an associated Field Help window containing important information specific to that field. Field Help is accessed by placing the cursor in the field and either pressing the Insert key or 'hovering' the mouse pointer over the field. Field help is also displayed in the status bar at the bottom of the screen next to the '?' symbol. Field Help may be left open as you move the cursor from field to field, or you may switch it off when you no longer require it. The Field Help window can be moved and resized in exactly the same way as you would resize any other graphical window in Microsoft Windows.

### Filling in the form

It is best to use the Tab key to move the cursor forward to the next field of the form. This is to ensure that functions such as computations (using data from the field just filled) are actually performed (not achieved by using the mouse). By using the key combination of Shift and Tab you can move the cursor backwards.

### Saving the data

You can save data entered at any time via either the File drop-down menu on the Menu Bar or by clicking on the Save Data button at the top of each page of the form. Always save data before you print the form. To navigate through your records, either use the left and right arrows in the bottom left corner of the screen, or the blue 'Previous record' and 'Next record' buttons at the top right of each page of the form. If you have saved a record and wish to make changes, use the blue 'Save' button at the top of each page. It is best to save the file to USB, CD/DVD unless you can guarantee the confidentiality of the data file on your network drive or the hard disk drive (usually C:). Remember to keep the USB, CD/DVD in a secure place, as it contains Staff-in-Confidence material. Be systematic in the way that you name data files for appraisals of your subordinates, so that they are easily retrieved.

### Printing the form

There are two options: Print form or Print hints. These buttons are located at the top of each page and prints either the form or instructions separately as required.



### Exiting the form

You can exit the open form via either the File drop-down menu on the Menu Bar or by clicking on the Close button (a cross) at the right-hand end of the Title Bar. If you have not already saved the data in the form you will be asked to confirm whether you wish to either Save or Abandon the changes.

### Edit menu

The drop-down menu from Edit on the Menu Bar provides edit options typical of Microsoft Windows applications. Accordingly, you can draft narrative comments in your word processor program and cut/copy and paste them into the relevant fields of the appraisal report. Remember that when you cut/copy text it is placed on the clipboard, and overwrites anything else that was on the clipboard before the cut/copy. Accordingly, you cannot do successive cut/paste operations and expect them all to remain on the clipboard. Do the cut/copy and then do the paste immediately.

### Accessing forms

If you have DEFWEB (Intranet) access, it is recommended that you open the Web Forms System homepage, <http://intranet.defence.gov.au/webforms/>. This site is updated daily and contains the most current version of the form. For those without Intranet access, the Web Forms System on CD-ROM is available for both stand-alone and network users.