

Job Element Appraisal

**U.S. Department of Housing
and Urban Development**
Office of Human Resources

Instructions: Columns (A) and (B) are filled in by management in consultation with personnel representative. The candidate's rater will checkmark the most appropriate column (C) through (H) for each qualification to be evaluated.

Qualification to be Evaluated (A)	Degree Importance 1-Desired 2-Required 3-Very Important (B)	Rating of Candidate's Qualifications					
		Does Not Show Aptitude (C)	Not Demonstrated But Shows Aptitude (D)	Demonstrated Acceptable (E)	Demonstrated Above Average (F)	Demonstrated Outstanding (G)	Do Not Know (H)
Ability to work with a minimum amount of supervision.	2						
Ability to assume progressively more responsible duties.	2						
Ability to exercise initiative in a work situation.	2						
Willingness to participate in self developmental activities.	1						
Ability to communicate orally and in writing.	3						

Name of Candidate:	Position for Which Being Considered:	Name of Rater:

Nature & Dates or Relationship to Candidate: (e.g., supervisor, associate, etc.)

Rater's Present Position or Title:	Date of Rater's Signature:	Rater's Signature:
		X