



Non-rated Self Evaluation 3.D.01

Learning Objective(s): SUBMIT a self-marked evaluation including support bullets.

Why You Need to Know This

In addition to your day-to-day interaction with your supervisor, the **Enlisted Employee Review System (EERS)** is one of the primary tools your supervisor will use to communicate what is expected of you, how well you are performing on the job, and how to identify areas for potential growth. In addition to serving as a vehicle for feedback, the EERS is also used to determine eligibility for advancement and in some case the need for corrective action. Because your supervisor may not be able to observe you at all times, you will be afforded the opportunity to provide input to your supervisor that may be used in the development of your review.

This lesson will provide you with the information you will need to know regarding the purpose and components of the Coast Guard's Enlisted Employee Review System.

Topics Covered

This section will cover the following topics:

- EERS Purpose
- Non-rated Performance Evaluation Factors
 - Performance
 - Leadership
 - Military
 - Professional Qualities
 - Conduct
- Guidelines for Assigning Marks
- CG-3788A Enlisted Employee Review Worksheet (Non-Rated)
- CG-3788G Enlisted Employee Review Support Form

At the end of this lesson you will be required to participate in a learning activity. You are encouraged to first review the learning activity and the sign off requirements located in the “**You and Your Supervisor**” section of this lesson. Reviewing this information before you begin the lesson will allow you to take proper notes and focus on key learning points.

EERS Purpose

The purpose of EERS is to ensure a high level of performance from enlisted Coast Guard members and the advancement to positions of greater responsibility for those who demonstrate the greatest potential.

The Coast Guard enlisted evaluation system is the process used to identify the strengths and weaknesses of its enlisted personnel. The system includes performance feedback and formal reporting.

The Enlisted Employee Review Form CG-3788(series) is not the sole method of advising members of their performance and behavior. Commands throughout the evaluation period should regularly counsel and coach members in regard to their professional development. Positive feedback should be provided, specific weaknesses discussed, and suggestions for improvement made. Counseling and coaching are vital elements of the evaluation process and provides the proper perspective.

The performance evaluation factors are grouped into five categories which include:

- Performance
- Leadership
- Military
- Professional Qualities
- Conduct

Performance

The factors in this category measure a member's willingness to acquire knowledge and the ability to use knowledge, skill, and direction to accomplish work. The competency factors include:

- **Professional/Specialty Knowledge:** The degree to which the member demonstrated competency and proficiency for assignment.
 - **Quality of Work:** The degree to which the member completed quality work and required guidance.
 - **Monitoring Work:** The degree to which the member identified what needed to be done, set priorities, and kept their supervisor informed.
 - **Safety:** The degree to which the member adhered to safety procedures.
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**Performance
(Continued)**

- **Stamina:** The degree to which the member thought and acted effectively under conditions that were stressful and mentally or physically fatiguing.
 - **Communicating:** The degree, to which the member listened, spoke, responded to feedback, and expressed thoughts clearly and logically.
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Leadership

The factors in this competency measure the member's ability to direct, guide, develop, influence, and support others in the performance of work. The competency factors include:

- **Working with others:** The degree to which this member promoted a team effort in accomplishing goals.
- **Responsibility:** The member's ability and willingness to enforce standards on self, subordinates, and others, to support policies and decisions, and hold one's self accountable for own and subordinate's actions.
- **Motivation towards advancement:** The degree to which this member pursued completion of courses and training.
- **Setting an Example:** This member's ability and willingness to seek responsibility and display positive judgment in making decisions.

Note: Only personnel serving in the pay grade of E-3 and higher are evaluated on the competencies in the Leadership category.

Military

The factors in this category measure a member's ability to bring credit to the Coast Guard through personal demeanor and professional actions. The competency factors include:

- **Uniform:** The extent to which the member appeared neat and smart in uniform.
 - **Grooming:** The extent to which the member appeared neat and well groomed.
 - **Customs and Courtesies:** The extent to which the member conformed to military traditions, customs, courtesies; and set standards for subordinates' performance and behavior.
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Professional Qualities

The factors in this category measure a member's ability to acquire knowledge and the ability to use knowledge, skill, and direction to accomplish work.

- **Health and Well-Being:** The degree to which the member exercised moderation in the use of alcohol. The degree to which the member maintained weight standards and adhered to the Coast Guard Fitness Program.
- **Integrity:** The degree to which the member demonstrated the qualities of honesty and fair-mindedness in personal relationships and actions, on and off duty.
- **Loyalty:** The degree to which the member was committed to the Coast Guard, Unit, Supervisor, and Shipmates.
- **Respecting Others:** The degree which the member cooperated with other people or units to achieve common goals.
- **Human Relations:** The degree to which the member fulfilled the letter and spirit of the Coast Guard's Human Relations/Sexual Harassment policy in personal relationships and actions.
- **Adaptability:** The degree to which the member adjusted to and managed change.

Conduct

The factor in this category measures a member's ability to conform to rules, regulations, and military standards.

Guidelines for Assigning Marks

Performance competency is graded on a number system of 1 through 7, with 7 being the highest level of performance and 1 being the lowest possible level of performance.

Normally, a single, isolated event...either positive or negative...should not drastically affect the marks assigned.

- When assigning a 1, 2, 7, or unsatisfactory conduct, the member must provide written comments with specific examples of performance to their supervisor.
- For a mark of 2, 4, or 6, these standards must be met and no others in the next higher performance standard.
- A mark of 4 represents the expected performance level of all enlisted personnel.

<i>Guidelines for Assigning Marks</i>		
Mark	Specifies...	Means the member consistently...
1	Unacceptable	Did NOT meet all the written performance standards in the “2” level and the rater considered the impact severely detrimental to the organization or to others.
2	Poor	Met all the written performance standards in this level.
3	Below Standard	Did not meet all the written performance in the “4” level.
4	Average	Met all the written performance standards for this level and none in the “6” level
5	Above Average	Met all the written performance standards in the “4” level and at least one of those in “6” level.
6	Excellent	Met all the written performance standards for this level and did not exceed any of them.
7	Superior	Met all the written performance standards in the “6” level and exceeded at least one of them.

**Enlisted Employee
Review Worksheet
(Non-Rated)**

The Enlisted Employee Review Worksheet (Non-Rated) allows the member an opportunity to provide their supervisor with written documentation that is objective, accurate, and timely noting significant accomplishments or aspects of their performance that occurred during the current marking period.

The worksheet is a great tool for the member to provide input and receive feedback. This self-evaluation exercise is not a one-time event, but rather it should be an ongoing process between the member and their supervisor. Performance evaluations should be conducted before, during, and after a marking period and must communicate what is expected of the member.

Supervisor responsibilities include:

- At the beginning of the marking period, complete blocks 1-6 and discuss with the evaluatee to ensure a clear understanding exists.
- Monitor, evaluate, and assess the member's performance and behavior and provide timely, positive, and constructive feedback.
- List bullets of significant observances of the member's performance behavior as they occur.

Your responsibilities include:

- At the beginning of the period, review blocks 1-6 with the Supervisor.
- Monitor and record significant performance of behavior during the marking period.
- Provide this form, with bullet style factual data, to the Supervisor at least 14 days prior to the end of the marking period.

To aid in the self-evaluation process, members are encourage to keep a **daily list of tasks and accomplishments** to help them remember what they achieved during the marking period.

CG 3788G Enlisted Performance Evaluation Employee Review Support Form

To aid in the self-evaluation process, members are encourage to keep a **daily list of tasks and accomplishments** to help them remember what they achieved during the marking period. The support form is designed to capture this information pertaining to your performance during the marking period in simple easy to read bullet fashion, i.e., short, concise phrases. Additional pages may be attached.

Use of the Support Form is optional at the discretion of the command, supervisor, and/or member. The use of separate forms from the command/supervisor and the member is permissible. Although evaluation reports are submitted at regular intervals, the observance and information gathering for these reports is a day-to-day process. Reference to this information when preparing evaluation reports will assist the supervisor in recalling the performance and behavior that occurred during the marking period and ensure that evaluations are based on fact.

1. RATE/NAME		2. DIVISION/DEPARTMENT		3. PERIOD OF REPORT FROM: TO:		4. SUPERVISOR'S RATE/NAME	
5. PRIMARY DUTIES				6. COLLATERAL DUTIES			
<p>PERFORMANCE FACTOR: Measures a member's willingness to acquire knowledge and the ability to use knowledge, skill, and direction to accomplish work.</p> <p>1. PROFESSIONAL/SPECIALTY KNOWLEDGE:</p> <p>2. QUALITY OF WORK:</p> <p>3. MONITORING WORK:</p> <p>4. USING RESOURCES:</p> <p>5. SAFETY:</p> <p>6. STAMINA:</p> <p>7. COMMUNICATING:</p> <p>8. PROFESSIONAL DEVELOPMENT:</p>							
<p>LEADERSHIP FACTOR: Measures a member's ability to direct, guide, influence, and support others in the performance of work.</p> <p>1. DIRECTING OTHERS:</p> <p>2. WORKING WITH OTHERS:</p> <p>3. DEVELOPING SUBORDINATES:</p> <p>4. RESPONSIBILITY:</p> <p>5. EVALUATIONS:</p> <p>6. WORK LIFE SENSITIVITY/EXPERTISE:</p> <p>7. SETTING AN EXAMPLE:</p>							
<p>MILITARY FACTOR: Measures a member's ability to bring credit to the Coast Guard through personal demeanor and professional actions.</p> <p>1. MILITARY BEARING:</p> <p>2. CUSTOMS AND COURTESIES:</p>							
<p>PROFESSIONAL QUALITIES: Measures those qualities which the Coast Guard values in its people.</p> <p>1. HEALTH AND WELL-BEING:</p> <p>2. INTEGRITY:</p> <p>3. LOYALTY:</p> <p>4. RESPECTING OTHERS:</p> <p>5. HUMAN RELATIONS:</p> <p>6. ADAPTABILITY:</p> <p>7. JUDGEMENT:</p> <p>8. INITIATIVE:</p>							
<p>CONDUCT: Measures the degree to which a member, through personal behavior, conformed to rules, regulations, and military standards, on and off duty.</p>							

Learning Activity



Using the non-rated performance evaluation Enlisted Employee Review Worksheet (CG-3788A) and the Enlisted Employee Review Support Form (CG-3788G), **submit** a self-marked evaluation including support bullets to your supervisor.

For You and Your Supervisor

In order to meet the sign-off requirement for this lesson **YOU** must perform the following:

1. Download CG-3788A, Enlisted Employee Review Worksheet (Non-Rated) and the CG-3788G Enlisted Employee Review Support Form (Non-Rated) form the following link:
<http://www.uscg.mil/ppc/forms>
2. Read and follow the instructions.
3. Using the performance requirements for your pay grade, perform a self-evaluation and submit it to your supervisor.

Before signing off on this requirement your **SUPERVISOR** must:

1. After observing and gathering information on the member's performance and behavior, evaluate the member's performance against the written performance standards.
 2. Provide the member with corrective feedback and answer any questions they may have related to this topic.
 3. Sign off the check-off sheet on the Record of Enlisted Professional Military Education (E-PME) Performance Requirements.
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References

The following references were used in this lesson, they can be found at <http://www.uscg.mil/directives/>

- Coast Guard Personnel Manual, COMDTINST M1000.6 (series), Chapter 10.B

The following forms were used in this lesson, they can be found at <http://www.uscg.mil/ppc/forms/#CG>

- [CG-3788A](#), Employee Review Worksheet (Non-Rated)
 - [CG-3788G, Enlisted Performance Evaluation Support Form \(Non-Rated\)](#)
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