INCIDENT PERSONNEL PERFORMANCE RATING ICS 225-CG	*INSTRUCTIONS:* The immediate job supervisor will prepare this form for each subordinate. It will be delivered to the planning section before the rater leaves the incident. Rating will be reviewed with the subordinate who will sign at the bottom. To electronically fill form, double-click on first word of each section, then enter information.

THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT

1. Name:	2. Incident Name:
3. Home Unit and Phone Number:	4. Location of Incident:

5. Position Assigned:	6. Date of Assignment: From: To:	7. Date Incident	8. Incident III	9. Incident Kind:

10. Evaluation

Rating Factors	N/A	1 - Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
A. Knowledge of the job/ Professional Competence & Using ICS:		Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas.		Competent and credible authority on specialty or operational issues.		Superior expertise; advice and actions showed great breadth and depth of knowledge.
B. Planning/Preparedness & ability to obtain performance/results:		Got caught by the unexpected; appeared to be controlled by events; routine tasks accomplished with difficulty.		Consistently prepared. Set high but realistic goals. Work was timely and of high quality; required same of subordinates.		Exceptional preparation. Always looked beyond immediate events or problems. Maintained optimal balance among quality, quantity, and timeliness of work.
C. Adaptability/Attitude:		Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook.		Receptive to change, new information, and technology.		Rapidly assessed and confidently adjusted to changing conditions, political realities, new information and technology.
D. Communication Skills:		Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic.		Effectively expressed ideas and facts in individual and group situations; non-verbal actions consistent with spoken message.		Clearly articulated and promoted ideas. Adept at presenting complex or sensitive issues.
E. Directing Others:		Showed difficulty in directing or influencing others. Unwilling to delegate authority to increase efficiency of task accomplishment.		Set high work standards; clearly articulated job requirements, expectations and measurement criteria; held subordinates accountable.		An inspirational leader who motivated others to achieve results not normally attainable. Modified leadership styles to best meet situations. Won people over rather than imposing will.
F. Ability to work on/ Consideration for team:		Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or others. Used teams ineffectively or at wrong times.		Skillfully used teams to increase unit effectiveness, quality, and service. Cared for people. Recognized and responded to their needs		Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Ensured appropriate and timely recognition of others.
G. Judgment/Decisions under stress:		Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts.		Skillfully used teams to increase unit effectiveness, quality, and service.		Combined keen analytical thought and insight to make appropriate decisions. Focused on the key issues and the most relevant information.
H. Initiative		Postponed needed action. Implemented or supported improvements only when directed.		Championed improvement through new ideas, methods, and practices; self-starter.		Aggressively sought out additional responsibility. A self-learner. Optimized use of new ideas.
I. Adherence to safety:		Failed to adequately identify and protect personnel from safety hazards.		Ensured that safe operating procedures were followed.		Demonstrated a significant commitment towards safety of personnel.

11. Remarks/Potential: Type remarks here; Describe ability to assume greater leadership roles and responsibilities (e.g., rate performance, recommend incident management positions and/or ICS or other training).

12. Rated Person *(signature)* This rating has been discussed with me.	13 Date:

14. Rated By *(signature/print name):*	15. Supervisor Home Unit *(address/phone):*	16. Supervisor Position:	17. Date:

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225-CG) – Rev 9/06

Purpose. The Incident Personnel Performance Rating gives supervisors the opportunity to evaluate subordinates on incident assignments. THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT.

Preparation. The Incident Personnel Performance Rating is normally prepared by the supervisor for each subordinate, using the evaluation standard given in the form. It will be delivered to the planning section before the rater leaves the incident. Rating will be reviewed with the subordinate who will sign at the bottom.

Distribution. The Incident Personnel Performance Rating is duplicated a copy is given to the subordinate and supervisor. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Name	Enter the name of the person being evaluated.
2.	Incident Name	Enter the name assigned to the incident.
3.	Home Unit	Enter the address and phone number of the home unit of the person being evaluated.
4.	Location of Incident	Enter the address/location of the incident.
5.	Position Assigned	Enter the position assigned for the purpose of this evaluation.
6.	Date of Assignment	Enter the date of assignment.
7.	Date Incident Started	Enter the date the incident started.
8.	Type of Incident	Enter the Type (size) of the incident: Type 1, 2, 3, 4 or 5.
9.	Kind of Incident	Enter the kind of incident: Oil/Hazmat Spill, SAR, Fire, etc.
10.	Evaluation	Enter X under the appropriate rating for each category listed using the definitions given.
	Not Applicable	not observed.
	1 - Unacceptable	Deficient. Does not meet minimum requirements of the individual element. DEFICIENCIES/IMPROVEMENTS NEEDED MUST BE IDENTIFIED IN REMARKS.
	2 - Needs to improve	Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS.
	3 - Met Standards	Satisfactory. Employee meets all requirements of the individual element.
	4 - Fully successful	Employee meets all requirements and exceeds one or several of the requirements of the individual element.
	5 - Exceeded Expectations	Superior. Employee consistently exceeds the performance requirements.
11.	Remarks	Provide remarks/comments for ratings given. **Comments required for *unsatisfactory* and *needs to improve* ratings.**
12.	Rated Person Signature	Rated Person's signature.
13.	Date	Enter date (month, day, year) rated person signed performance rating.
14.	Rated By	Signature and printed name of supervisor/person giving the performance rating.
15.	Supervisor Home Unit	Enter address/phone of supervisor.
16.	Supervisor Position	Enter the position the supervisor held.
17.	Date	Enter date (month, day, year) supervisor signed the performance rating.