

**QUALIFICATIONS INVESTIGATION
PROFESSIONAL, TECHNICAL, AND
ADMINISTRATIVE POSITIONS
(other than clerical positions)**

Estimated burden per response to comply with this mandatory collection request: 15 minutes. This information is used to determine the qualifications and suitability of external applicants for employment. Send comments regarding burden estimate to the Records and FOIA/Privacy Services Branch (T-5 F52), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by internet e-mail to infocollects@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202, (3150-0033), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

The applicant named below has applied for a position in the NRC. Please rate the applicant against the items below in respect to the period of time you either supervised or were acquainted with the applicant. Include any comments you may feel are relevant. Please return the completed form to the Human Resources Specialist listed in the "FROM" block by the return date indicated, sealed in the enclosed envelope and marked *For Addressee Only*.

DATE

RETURN BY (Date)

NAME OF APPLICANT

POSITION FOR WHICH APPLIED

TO: NAME OF SUPERVISOR / REFERENCE

FROM:

TITLE OF APPLICANT'S POSITION WITH YOUR COMPANY

HUMAN RESOURCES SPECIALIST
OFFICE OF HUMAN RESOURCES
U.S. NUCLEAR REGULATORY COMMISSION
WASHINGTON, DC 20555-0001

CONFIRMED DATES OF EMPLOYMENT (From-To)

This form is used for investigating the qualifications of external applicants for appointment. The applicant should not be rated on those items which have been lined out by the Human Resources Specialist as not applicable. Additional comments can be provided on the reverse side.

SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NO BASIS
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1. Technical competence
2. Effectiveness in making decisions or recommendations
3. Ability to comprehend problems
4. Extent to which applicant keeps abreast of new developments
5. Effective use of equipment, materials, and techniques related to work
6. Thoroughness and objectivity in carrying out work
7. Ability to identify priorities and organize work
8. Ability to meet deadlines
9. Ability to supervise
10. Ability to establish effective work relationships with:
 - a. Subordinates
 - b. Co-workers
 - c. Higher level officials
 - d. Representatives of industry or other government agencies
11. Oral expression
12. Written expression
13. Adaptability
14. Effectiveness in training and developing subordinates
15. Dependability/Reliability
16. Quality of work
17. Initiative (Is applicant a self-starter?)
18. Creativity (Can applicant think outside the box?)
19. Amount of work produced
20. Ability to work effectively in stressful situations
21. Work habits
22. How would you rate applicant in regard to potential for filling position for which applied?
23. Have you any reason to question this applicant's trustworthiness or loyalty to the U.S.A.? Yes (Explain) No
24. Do you know of any personal habits and/or characteristics that would make this applicant unsuitable for employment by the U.S. Government? Yes (Explain) No
25. Would you rehire this applicant? (If applicable, check one) Yes No N/A
26. Relationship to Applicant Supervisor Co-Worker Professional Other (Specify)

ADDITIONAL COMMENTS (Continue on reverse.)

NOTE: Consistent with the Privacy Act of 1974, this evaluation may be revealed to the applicant upon his or her request. However, if you request, your identity and other identifying information will be kept confidential. Please indicate below whether you desire your identity be kept confidential.

My identity may be revealed. I request my identity be kept confidential.

NAME OF REVIEWER

SIGNATURE - REVIEWER

DATE