

Name: \_\_\_\_\_ graduation date: \_\_\_\_\_ (b)(3)

**NON COMPETITIVE PROMOTION TO GS-09 REQUIREMENTS**

1. **ASSIGNED CASE TYPES**- First session, full scope \_\_\_\_\_ cases \_\_\_\_\_

2. **LEVEL OF GUIDANCE**- Close supervision by TL \_\_\_\_\_

3. **GATHERING DATA / INFORMATION** PRIOR \_\_\_\_\_ EXPERIENCE \_\_\_\_\_

**Case Planning**: Conducts a proper file review, has all applicable forms and alternative sensors ready \_\_\_\_\_

**Pre Test**- Picks up subject on time, develops rapport, runs an acceptable \_\_\_\_\_ properly scopes questions \_\_\_\_\_

**In Test**- Produces charts of acceptable quality, employs valid formats with acceptable questions \_\_\_\_\_

**Post Test**- \_\_\_\_\_ gathers information with TL guidance \_\_\_\_\_

**Specialized Test**- Uses a proper \_\_\_\_\_ format with relevant questions that completely cover the issue \_\_\_\_\_

**Summary**- Conducts a complete and accurate interview summary at the end of the session \_\_\_\_\_

4. **ANALYSIS** PRIOR \_\_\_\_\_ EXPERIENCE \_\_\_\_\_

**Phase Test**- Conducts a proper \_\_\_\_\_ evaluation following \_\_\_\_\_ guidelines, QC in person with TL \_\_\_\_\_

**Specialized Test**- Conducts a proper numeric evaluation \_\_\_\_\_ with TL guidance \_\_\_\_\_

**Case Facts**- Evaluates case facts, briefs TL, determines the need for any immediate action by the TL \_\_\_\_\_

5. **WRITING** PRIOR \_\_\_\_\_ EXPERIENCE \_\_\_\_\_

**Past Perm**- Properly enters all required information at the end of the session \_\_\_\_\_

**Tech Reports**- Produces a complete and concise technical review of the case in \_\_\_\_\_

**Exam Reports**- Produces an accurate and timely \_\_\_\_\_ report for \_\_\_\_\_ requiring only routine editing \_\_\_\_\_

6. **ACCEPTABLE COMPREHENSIVE REVIEWS** \_\_\_\_\_

7. \_\_\_\_\_

8. **TL RECOMMENDATION FOR PROFESSIONAL DEVELOPMENT**- \_\_\_\_\_

9. **BC CONCURRENCE** - \_\_\_\_\_

APPROVED FOR  
RELEASE DATE:  
25-Jul-2012

**NON COMPETITIVE PROMOTION TO GS-10 REQUIREMENTS**

**(meets all prerequisite GS-09 requirements)**

1. **ASSIGNED CASES**- First and second session,  cases \_\_\_\_\_

2. **LEVEL OF GUIDANCE**- Routine supervision by TL, learning to operate more independently \_\_\_\_\_

3. **GATHERING DATA / INFORMATION**

PRIOR  EXPERIENCE \_\_\_\_\_

**Case Planning**- Reviews first session information, develops sound strategy for second session with TL \_\_\_\_\_

**Pre Test**- Develops good rapport,  (30 minutes) \_\_\_\_\_

**In Test**- Gets into operation quickly and produces good chart quality, makes effective adjustments \_\_\_\_\_

**Post Test**-  gets admissions \_\_\_\_\_

**Specialized Test**- Develops and uses appropriate  question material, uses a fourth chart as needed \_\_\_\_\_

**Summary**- Gathers any amplifying data and builds subject up before releasing them. \_\_\_\_\_

4. **ANALYSIS**

PRIOR  EXPERIENCE \_\_\_\_\_

**Phase Test**- Identifies problem areas with confidence, confers electronically with TL \_\_\_\_\_

**Specialized Test**- Effectively uses  review and numeric scoring to make valid decisions in real time \_\_\_\_\_

**Case Facts**- Evaluates case facts, briefs TL, determines the need for any immediate TL or  action \_\_\_\_\_

5. **WRITING**

PRIOR  EXPERIENCE \_\_\_\_\_

**Past Perm**- Properly records session information and notifies  of any unique situations \_\_\_\_\_

**Tech Report**- Includes recommendations for the second session examiner \_\_\_\_\_

**Exam Report**- Submits accurate reports, requiring only minor editing, within five days \_\_\_\_\_

6. **ACCEPTABLE COMPREHENSIVE REVIEWS**

7.  \_\_\_\_\_

8. **TL RECOMMENDATION FOR PROFESSIONAL DEVELOPMENT:** \_\_\_\_\_

9. **BC CONCURRENCE-** \_\_\_\_\_

**NON COMPETITIVE PROMOTION TO GS-11 REQUIREMENTS**  
**(meets all prerequisite GS-10 requirements)**

1. **ASSIGNED CASES**- First and second session \_\_\_\_\_

2. **LEVEL OF GUIDANCE**- Minimal supervision by TL, comfortable and successful in independent operation \_\_\_\_\_

3. **GATHERING DATA / INFORMATION** PRIOR \_\_\_\_\_ EXPERIENCE \_\_\_\_\_

**Case Planning**- Independently develops case strategies, plans for contingencies \_\_\_\_\_

**Pre Test**- Establishes an environment conducive to successful testing, overcomes past exam problems \_\_\_\_\_

**In Test**- Adapts quickly to problematic charts, runs clear and uncluttered charts with minimal chart minutes \_\_\_\_\_

**Post Test**- \_\_\_\_\_ gets hard admissions \_\_\_\_\_

**Specialized Test**- Develops new and valid relevant \_\_\_\_\_ questions to meet unique admissions \_\_\_\_\_

**Summary**- Emphasizes proper "context" on complex issues \_\_\_\_\_

4. **ANALYSIS** PRIOR \_\_\_\_\_ EXPERIENCE \_\_\_\_\_

**Phase Test**- Identifies problem areas quickly and independently \_\_\_\_\_

**Specialized Test**- Stays in the exam room and uses all available data to make independent decisions \_\_\_\_\_

**Case Facts**- Evaluates case facts, briefs TL, determines the need for any immediate \_\_\_\_\_ action \_\_\_\_\_

5. **WRITING** PRIOR \_\_\_\_\_ EXPERIENCE \_\_\_\_\_

**Past Perm**- Properly records session information and notifies \_\_\_\_\_ of any unique situations \_\_\_\_\_

**Tech Report**- Documents unique technical issues and makes recommendations for future testing \_\_\_\_\_

**Exam Report**- Accurately answers all the standard interrogatories, makes complex issues easily understood \_\_\_\_\_

6. **ACCEPTABLE COMPREHENSIVE REVIEWS** \_\_\_\_\_

7. \_\_\_\_\_

8. **TL RECOMMENDATION FOR PROFESSIONAL DEVELOPMENT:** \_\_\_\_\_

9. **BC CONCURRENCE-** \_\_\_\_\_