



AppleOne

Xtreme Team at U.S. Department of State Passport Locations

Performance Review Process

(effective 8/1/2024)

Objectives: The goal of this initiative is to provide timely and constructive feedback, ensuring associates on assignment receive the support and guidance needed to excel in their roles. Regular feedback will help you understand your strengths, identify areas for improvement, and set clear goals for professional development. This process is designed to maintain a clear record of feedback, ensuring transparency and accountability.

Review Procedure:

1. **Timing:** Reviews will occur at the 30, 60, and 90-day marks from the hire or transfer date, and annually from the date of hire thereafter.
2. **Supervisor Responsibility:** Supervisors will complete the reviews within one week of the review date.
3. **Evaluation Components:** The evaluation consists of eight sections, each requiring a rating and comments.
4. **Employee Acknowledgement:** Once completed, the review will be available for you to view and acknowledge. You will have the opportunity to add comments if desired.
5. **System:** Supervisors will complete on paper (see attached example) and will forward a copy to AppleOne Management once the review is complete.
6. **Quality:** Supervisors will be encouraged to involve team leads in the review process to gather comprehensive feedback, supporting your development.

If you have any questions or concerns, please e-mail XtremeTeam@appleone.com

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