

KEY PERFORMANCE AREA WORKSHEET (KPAW)

Job Task or Assignment:	[Canine, School Resource Officer, Sergeant, Captain]
Rater:	[Name of person doing the rating]

Please rate each of the officers listed, for each of the KPA's identified. The rating is your assessment of the officer's current level of ability for the given task, not whether they are able to learn the skill. Circle the number that best represents their current ability.

KPA 1

Key Performance Area:	[Instructional ability, Independent worker]
Details: [2-3 sentences that explain the KPA identified]	

KPA Rating Scale – Current Level of Ability

Rating Scale	Very Low	Low	Moderate	High	Very High
Officer:	1	2	3	4	5
Officer:	1	2	3	4	5
Officer:	1	2	3	4	5
Officer:	1	2	3	4	5
Officer:	1	2	3	4	5

KPA 2

Key Performance Area:	[Instructional ability, Independent worker]
Details: [2-3 sentences that explain the KPA identified]	

KPA Rating Scale – Current Level of Ability

Rating Scale	Very Low	Low	Moderate	High	Very High
Officer:	1	2	3	4	5
Officer:	1	2	3	4	5
Officer:	1	2	3	4	5
Officer:	1	2	3	4	5
Officer:	1	2	3	4	5

Use the above format to add KPA's that are relevant to the task or job assignment. The number of KPA's should range from 5-7, depending upon the complexity of the job.