

## ICS 225 Incident Personnel Performance Rating

**Purpose.** The Incident Personnel Performance Rating (ICS 225) 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 ICS 225 is normally prepared by the supervisor for each subordinate, using the evaluation standard given in the form. The ICS 225 will be reviewed with the subordinate, who will sign at the bottom. It will be delivered to the Planning Section before the rater leaves the incident

**Distribution.** The ICS 225 is provided to the Planning Section Chief before the rater leaves the incident.

### Notes:

- Use a blank ICS 225 for each individual.
- Additional pages can be added based on individual need.

| Block Number | Block Title   | Instructions   |
|--------------|---|--|
| 1            | <b>Name</b>   | Enter the name of the individual being rated.  |
| 2            | <b>Incident Name</b>  | Enter the name assigned to the incident.   |
| 3            | <b>Incident Number</b>  | Enter the number assigned to the incident.   |
| 4            | <b>Home Unit Address</b>  | Enter the physical address of the home unit for the individual being rated.  |
| 5            | <b>Incident Agency and Address</b>  | Enter the name and address of the authority having jurisdiction for the incident.  |
| 6            | <b>Position Held on Incident</b>  | Enter the position held (e.g., Resources Unit Leader, Safety Officer, etc.) by the individual being rated.   |
| 7            | <b>Date(s) of Assignment</b> <ul style="list-style-type: none"> <li>• From</li> <li>• To</li> </ul>   | Enter the date(s) (month/day/year) the individual was assigned to the incident.  |
| 8            | <b>Incident Complexity Level</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1</li> <li><input type="checkbox"/> 2</li> <li><input type="checkbox"/> 3</li> <li><input type="checkbox"/> 4</li> <li><input type="checkbox"/> 5</li> </ul> | Indicate the level of complexity for the incident.   |
| 9            | <b>Incident Definition</b>  | Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as "tornado," "wildfire," "bridge collapse," "civil unrest," "parade," "vehicle fire," "mass casualty," etc. |
| 10           | <b>Evaluation</b>   | Enter "X" under the appropriate column indicating the individual's level of performance for each duty listed.  |
|              | N/A   | The duty did not apply to this incident.   |
|              | 1 – Unacceptable  | Does not meet minimum requirements of the individual element. Deficiencies/Improvements needed must be identified in Remarks.  |
|              | 2 – Needs Improvement   | 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.   |

| Block Number | Block Title  | Instructions   |
|--------------|--|--|
|              | 4 – Fully Successful   | Employee meets all requirements and exceeds one or several of the requirements of the individual element.  |
| 10           | 5 – Exceeded Expectations  | Superior. Employee consistently exceeds the performance requirements.  |
| 11           | <b>Knowledge of the Job/<br/>Professional Competence:</b>  | Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.) |
| 12           | <b>Ability To Obtain<br/>Performance/Results:</b>  | Quality, quantity, timeliness, and impact of work.   |
| 13           | <b>Planning/Preparedness:</b>  | Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).   |
| 14           | <b>Using Resources:</b>  | Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).  |
| 15           | <b>Adaptability/Attitude:</b>  | Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.  |
| 16           | <b>Communication Skills:</b>   | Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.  |
| 17           | <b>Ability To Work on a Team:</b>  | Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.  |
| 18           | <b>Consideration for<br/>Personnel/Team Welfare:</b>   | Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.  |
| 19           | <b>Directing Others:</b>   | Ability to influence or direct others in accomplishing tasks or missions.  |
| 20           | <b>Judgment/Decisions Under<br/>Stress:</b>  | Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.   |
| 21           | <b>Initiative</b>  | Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.  |
| 22           | <b>Physical Ability for the Job:</b>   | Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.   |
| 23           | <b>Adherence to Safety:</b>  | Ability to invest in the IMT's future by caring for the safety of self and others.   |
| 24           | <b>Remarks</b>   | Enter specific information on why the individual received performance levels.  |
| 25           | <b>Rated Individual</b> (This rating has been discussed with me)<br><ul style="list-style-type: none"> <li>• Signature</li> <li>• Date/Time</li> </ul>                               | Enter the signature of the individual being rated. Enter the date (month/day/year) and the time (24-hour clock) signed.  |
| 26           | <b>Rated by</b><br><ul style="list-style-type: none"> <li>• Name</li> <li>• Signature</li> <li>• Home Unit</li> <li>• Position Held on This Incident</li> <li>• Date/Time</li> </ul> | Enter the name, signature, home unit, and position held on the incident of the person preparing the form and rating the individual. Enter the date (month/day/year) and the time (24-hour clock) prepared.                             |