

## LEADERSHIP FEEDBACK

### Sample CAPF 60-90 for "Kristen"

CADET LEADERSHIP FEEDBACK - PHASE I					
CADET'S NAME:	"Kristen"	CAP GRADE:	C/AB	INCLUSIVE DATES OF REVIEW:	January
FOR INSTRUCTIONS, SEE REVERSE					
CATEGORY	PERFORMANCE GOALS	NEEDS IMPROVEMENT	SATISFACTORY	VERY GOOD	EXCELLENT
1. ATTITUDE	Displays a positive attitude; optimistic; enthusiastic; team-orientated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
2. CORE VALUES	Aware of the Core Values; honest; practices customs & courtesies; polite and respectful; wears uniform properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
3. COMMUNICATION SKILLS	Listens actively; attentive; asks good questions	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
4. SENSE OF RESPONSIBILITY	Follows directions; dependable; arrives ready to learn and serve; effective in managing own time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

  

CADET'S PERSPECTIVES	LEADER'S PERSPECTIVES
The cadet described why they are proud of the following successes in the Cadet Program:	The leader described why they are proud of the cadet for the following successes in the Cadet Program: You're quietly showing us that you put a lot of effort and care into your uniform, and your customs and courtesies. Great job. You supported the team by cheering on fellow cadets during the CPFT. With a good attitude, anything is possible. Plus, good attitudes like yours are contagious. Good effort on the mile run. Keep working hard and you'll become faster.
The cadet described how they plan to improve their leadership skills in the following areas:	The leader described how the cadet can improve their leadership skills in the following areas: Please know that the cadet and senior staff is here for you. As a new cadet, your job is to ask questions. Don't be afraid to speak up if you're confused. Try to mix more with the other cadets. There are other new cadets your age in the squadron. It looks like you enjoy CAP, so you might as well make some friends here, right?

  

PROMOTION APPROVED	X	RETAINED IN GRADE	<input type="checkbox"/>	DATE OF NEXT REVIEW, IF RETAINED IN GRADE (WITHIN 6 WEEKS):
EVALUATOR'S SIGNATURE & TITLE	Amelia Earhart, C/2d Lt, "B" Flight Commander		CADET'S SIGNATURE & DATE	

CAPF 50-1 October 2006 Previous editions may be used

Evaluate the cadet using the criteria set for their phase.

Be positive and encouraging. This isn't an adversarial process.

Be specific. Avoid generalities.

Be constructive. Look for teachable moments.

Don't overwhelm the cadet. Offer no more than 2 or 3 suggestions for improvement.

Asking the cadet to discuss their successes and what they're working on helps them develop a habit of thinking critically about their development as a leader.

Evaluators can be cadet officers, but ultimately the unit commander is responsible for providing feedback.

## LEADERSHIP FEEDBACK

### Sample CAPF 60-90 for "Dylan"

CADET LEADERSHIP FEEDBACK - PHASE II					
CADET'S NAME:	"Dylan"	CAP GRADE:	C/TSgt	INCLUSIVE DATES OF REVIEW:	January - February
FOR INSTRUCTIONS, SEE REVERSE					
CATEGORY	PERFORMANCE GOALS	NEEDS IMPROVEMENT	SATISFACTORY	VERY GOOD	EXCELLENT
1. ATTITUDE	Maintains a positive attitude and encourages good attitudes in others; does not flaunt rank or authority	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. CORE VALUES	Displays a commitment to the Core Values; promotes team spirit, professionalism, and good sportsmanship as a team leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. COMMUNICATION SKILLS	Proficient in informal public speaking (ie: in giving directions to and training junior cadets)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. SENSE OF RESPONSIBILITY	Enforces standards; trustworthy in supervising a small team and leading them in fulfillment of a series of simple tasks; given a plan, is able to carry it out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. INTER-PERSONAL SKILLS	Guides and coaches junior cadets; recognizes when junior cadets need help; leads by example; is not a "boss"	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CADET'S PERSPECTIVES</b>			<b>LEADER'S PERSPECTIVES</b>		
The cadet described why they are proud of the following successes in the Cadet Program:			The leader described why they are proud of the cadet for the following successes in the Cadet Program:		
The cadet described how they plan to improve their leadership skills in the following areas:			The leader described how the cadet can improve their leadership skills in the following areas:		
PROMOTION APPROVED	<input type="checkbox"/>	RETAINED IN GRADE	<input checked="" type="checkbox"/>	DATE OF NEXT REVIEW, IF RETAINED IN GRADE (WITHIN 6 WEEKS):	(30 DAYS)
EVALUATOR'S SIGNATURE & TITLE <i>Maria Sanchez, C/Capt, Cadet Commander</i>			CADET'S SIGNATURE & DATE		
CAPF 50-2 October 2006 Previous editions may be used					

The high ratings in "Responsibility" and "Core Values" above are supported in the comments here.

Comments here point back to the rating in "Inter-Personal Skills" and the performance goals of that category.

When retaining a cadet in grade, it's important to provide comments that have enough detail so the cadet can understand what they can do to improve in that area. These written comments should be expanded upon during the in-person feedback meeting.

This cadet is being retained in grade. The evaluator / mentor should state that fact at the beginning of the feedback meeting. Such an approach allows the cadet to focus on the mentor's comments, vs. wondering if they are to be promoted or not.

This young cadet is still learning how to make the adjustment from a Phase I airman to a Phase II NCO. Perhaps he'll be very upset at being retained in grade now, but later he'll look back at this moment and see it as a good thing. Cadets do not want to merely collect award certificates; they want to become leaders who are capable in reality.

Assure the cadet that they won't be held back indefinitely.