CADET LEADERSHIP FEEDBACK – PHASE I

CADET'S NAME: | CAP GRADE: C/AB | INCLUSIVE DATES OF REVIEW:

For instructions, see reverse

CATEGORY	PERFORMANCE GOALS	NEEDS IMPROVEMENT	SATISFACTORY	VERY GOOD	EXCELLENT
1. ATTITUDE	Displays a positive attitude; optimistic; enthusiastic; team-orientated	☐	☐	☐	☐
2. CORE VALUES	Aware of the Core Values; honest; practices customs & courtesies; polite and respectful; wears uniform properly	☐	☐	☐	☐
3. COMMUNICATION SKILLS	Listens actively; attentive; asks good questions	☐	☐	☐	☐
4. SENSE OF RESPONSIBILITY	Follows directions; dependable; arrives ready to learn and serve; effective in managing own time	☐	☐	☐	☐

CADET'S PERSPECTIVES

The cadet described why they are proud of the following successes in the Cadet Program:

The cadet described how they plan to improve their leadership skills in the following areas:

LEADER'S PERSPECTIVES

The leader described why they are proud of the cadet for the following successes in the Cadet Program:

The leader described how the cadet can improve their leadership skills in the following areas:

PROMOTION APPROVED ☐ **SUSTAINED IN GRADE** ☐ **DATE OF NEXT REVIEW, IF SUSTAINED IN GRADE (WITHIN 6 WEEKS):**

EVALUATOR'S SIGNATURE & TITLE **CADET'S SIGNATURE & DATE**

INSTRUCTIONS

To develop their leadership skills, cadets need feedback that is positive, constructive, and specific. This form is a tool toward that end.

INTRODUCTORY GUIDELINES

Evaluate cadets at least once per phase using the CAPF 60-90 series form that corresponds with their phase. Many squadrons find it useful to evaluate cadets as they become eligible for promotion. The categories and performance goals listed on this form are derived from the "Leadership Expectations" listed on CAPVA 60-100, *Cadet Super Chart*. If desired, file the completed form in the cadet's personnel record after providing them with a copy.

EVALUATORS

The evaluator should be a senior member, or a cadet officer working under a senior member's supervision.

HOW TO COMPLETE THIS FORM

This form focuses on the leadership expectations for a particular phase in the Cadet Program. Before meeting with the cadet, rate the cadet's performance in each category by putting an "X" in the appropriate box. Under the "Leader's Perspective" section, include comments to help support the ratings. Comments can be in the form of sentences, phrases, or a simple outline.

GUIDELINES FOR RATING CADETS' PERFORMANCE

Excellent:	Routinely meets all goals; performance sets a great example for fellow cadets
Very Good:	Meets most goals most of the time
Satisfactory:	Meets most goals; performance may be inconsistent or slightly off, but is acceptable
Needs Improvement:	Does not meet most goals; this category requires the cadet's and leader's attention

HOW TO PROVIDE CADETS WITH FEEDBACK – SUGGESTED PROCEDURE

1. Meet in a location that offers some privacy, but avoid situations that place a senior and cadet alone together.
2. Have the cadet formally report to the officer(s) who will be providing the feedback.
3. Put the cadet at ease so they may focus on the officers' constructive comments. If using this form in conjunction with a promotion board, state whether the cadet will be promoted or not. Encourage the cadet to share their own comments and ask questions.
4. Ask the cadet to describe some recent successes they have had in the Cadet Program. Why do they exemplify good leadership? Challenge the cadet to think about their leadership performance.
5. Ask the cadet to describe some leadership skills they are trying to improve. What steps are they taking to improve in these areas? Again, challenge the cadet to think critically and be specific.
6. Review the ratings in the top portion of the form. For each item, provide constructive and positive feedback.
7. Identify some of the cadet's recent successes. Let the cadet know what they are doing well.
8. Identify 2 or 3 leadership skills that the cadet should focus on. Give specific suggestions on what they should do to improve in those areas, but do not overwhelm them with feedback.
9. Congratulate the cadet for their efforts and encourage them to remain active in CAP. If retaining the cadet in grade, set a date for a subsequent review. Be sure to re-enforce the positive.
10. Dismiss the cadet and return their salute.

FINAL THOUGHT

Remember, this form is a tool for helping cadets improve their leadership skills. Have a positive and optimistic attitude when offering cadets feedback.