

# af form 931 performance feedback worksheet

AF Form 931 Performance Feedback Worksheet is an essential tool utilized by the United States Air Force to facilitate effective communication between supervisors and their subordinates regarding performance expectations and feedback. This structured form plays a critical role in the Air Force's performance management system, helping to ensure that personnel are aware of their strengths and areas for improvement. The use of the AF Form 931 is pivotal in fostering a culture of accountability, continuous improvement, and professional development within the military framework.

## Understanding the Purpose of AF Form 931

AF Form 931 serves several key purposes in the performance evaluation process:

### 1. Performance Communication

The primary purpose of the AF Form 931 is to facilitate clear communication between supervisors and their subordinates regarding job performance. This form allows for a structured approach to discussing expectations, accomplishments, and areas needing improvement. Regular feedback fosters an environment of trust and collaboration.

### 2. Documentation

The AF Form 931 provides a formal record of performance discussions. This documentation is crucial for tracking employee progress over time, especially during formal performance evaluations. Having a written record helps both the supervisor and the employee refer back to previous discussions and understand how performance has evolved.

### 3. Goal Setting

Using the AF Form 931, supervisors can help their subordinates set achievable performance goals. Clear goals aligned with the organization's mission can motivate employees and give them a sense of direction. This goal-setting process encourages individuals to take ownership of their professional growth.

## Components of AF Form 931

The AF Form 931 is divided into several sections that guide the supervisor and subordinate through the performance feedback process. Understanding each component is vital for effective utilization.

# **1. Employee Information**

At the beginning of the form, basic employee information is recorded, including:

- Employee's Name
- Rank/Grade
- Organization
- Dates of the feedback session

This section ensures that the feedback is correctly attributed to the right individual and provides context for the discussion.

# **2. Performance Elements**

The performance elements section outlines the specific areas of performance that will be evaluated. These elements typically align with the individual's job description and organizational goals. Common performance elements include:

- Job Knowledge
- Quality of Work
- Initiative
- Communication Skills
- Teamwork

Each performance element should be assessed using specific, measurable criteria to provide clarity and reduce ambiguity.

# **3. Performance Ratings**

The AF Form 931 includes a rating scale that supervisors can use to evaluate performance against each of the identified elements. The ratings are typically categorized as:

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

This rating system provides a straightforward way to communicate how well the employee is performing in relation to established standards.

# **4. Feedback and Comments**

One of the most vital sections of the AF Form 931 is dedicated to feedback and comments. Supervisors should provide constructive feedback that highlights the employee's strengths and areas for improvement. This section should include:

- Specific examples of performance
- Suggestions for improvement
- Recognition of accomplishments

Providing detailed feedback ensures that employees understand how their performance is perceived and what actions they can take to enhance their effectiveness.

## **5. Goals and Development Plans**

In addition to assessing past performance, the AF Form 931 allows for the establishment of future goals and development plans. This section should include:

- Short-term and long-term goals
- Required training or development activities
- Timeframes for achieving these goals

Setting clear goals and development plans encourages employees to engage in their growth and aligns their objectives with those of the organization.

## **Best Practices for Utilizing AF Form 931**

To maximize the effectiveness of the AF Form 931, both supervisors and employees should adhere to several best practices:

### **1. Schedule Regular Feedback Sessions**

Feedback should not be a one-time event. Regularly scheduled sessions allow for ongoing performance discussions, ensuring that employees receive timely feedback and can make adjustments as needed.

### **2. Be Specific and Objective**

When providing feedback, it is crucial to be specific and objective. Avoid vague statements and focus on observable behaviors and outcomes. This approach helps the employee understand exactly what is being addressed.

### **3. Encourage Two-Way Communication**

The feedback process should be a dialogue rather than a monologue. Encourage employees to share their perspectives on their performance, challenges they may be facing, and any support they need from their supervisors.

### **4. Document Everything**

Both supervisors and employees should maintain records of all feedback discussions. Keeping a comprehensive file can be invaluable during formal evaluations and can serve as a reference for future performance discussions.

## **5. Follow Up on Goals and Development Plans**

After setting goals and development plans, supervisors should regularly check in on progress. This follow-up demonstrates a commitment to the employee's development and reinforces the importance of accountability.

## **Common Challenges and Solutions**

While the AF Form 931 is a valuable tool, several challenges can arise during its implementation. Addressing these challenges effectively can enhance the feedback process.

### **1. Resistance to Feedback**

Some employees may feel defensive when receiving feedback. To address this, supervisors should approach feedback in a supportive manner, emphasizing the goal of growth and improvement rather than criticism.

### **2. Lack of Clarity on Performance Expectations**

If performance expectations are not clearly defined, employees may struggle to meet them. It is essential to communicate expectations explicitly and revisit them regularly to ensure understanding.

### **3. Time Constraints**

Supervisors often have numerous responsibilities, which can make it challenging to dedicate time to performance discussions. Scheduling regular feedback sessions in advance and prioritizing them can help mitigate this issue.

## **Conclusion**

The AF Form 931 Performance Feedback Worksheet is a crucial instrument in the performance management system of the United States Air Force. By fostering clear communication, providing structured feedback, and setting achievable goals, this form enhances the overall effectiveness of personnel management. By adhering to best practices and addressing common challenges, supervisors and employees can make the most of this valuable tool, ultimately leading to improved performance, professional growth, and mission success. The success of any organization, especially one as vital as the Air Force, hinges on the continuous development of its personnel, and the AF Form 931 stands as a testament to that commitment.

## **Frequently Asked Questions**

## **What is the purpose of the AF Form 931 Performance Feedback Worksheet?**

The AF Form 931 is used to document performance feedback for Air Force personnel, providing a structured method for supervisors to communicate strengths, areas for improvement, and overall performance.

## **Who is required to use the AF Form 931?**

All Air Force supervisors are required to use the AF Form 931 to provide performance feedback to their subordinates as part of the official performance appraisal process.

## **How often should the AF Form 931 be completed?**

The AF Form 931 should be completed at least annually, but it is recommended to provide feedback on a more frequent basis to encourage ongoing performance development.

## **What sections are included in the AF Form 931?**

The AF Form 931 includes sections for employee information, performance feedback, goals and objectives, and a supervisor's comments, as well as a section for the employee's acknowledgment.

## **Is the AF Form 931 used for both enlisted and officer performance feedback?**

Yes, the AF Form 931 is used for performance feedback for both enlisted personnel and officers in the United States Air Force.

## **Can the AF Form 931 be used for self-assessment?**

While the AF Form 931 is primarily a supervisor's tool, employees can use it for self-assessment by comparing their performance against the feedback provided and identifying areas for personal growth.

## **What happens if a supervisor fails to complete the AF Form 931?**

If a supervisor fails to complete the AF Form 931, it may affect the performance evaluation process and could lead to administrative actions, as timely feedback is critical for career development.

## **Are there any training requirements for using the AF Form 931?**

Yes, supervisors are typically required to undergo training on how to effectively use the AF Form 931 and provide constructive feedback to ensure compliance with Air Force standards.

## **Can feedback provided on the AF Form 931 impact promotions?**

Yes, the performance feedback documented on the AF Form 931 can significantly impact promotion decisions, as it provides a record of an individual's performance and development.

## **How is the AF Form 931 submitted and stored?**

The AF Form 931 is usually submitted electronically through official Air Force channels and is stored in the member's personnel records for future reference during evaluations and career progression.

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