

TIP SHEET FOR USING THE SOAR CARD

Record your observations and assessments using a SOAR card. SOAR provides a quick, accurate, and consistent way to take notes about a subordinate leader. It is also useful to use as a guide when providing the leader with feedback.

Format for using the SOAR method:

Situation: Describe the situation/conditions of the assessment.	
Observation: Describe behavior and impact on mission and/or Soldiers.	Associate & Assess: Identify FM 6-22 competency; assess proficiency.
Reinforce & Recommend: Note appropriate feedback, praise, or correction. Recommended action to sustain/improve leader behavior.	

Note: The SOAR card is not a score sheet for you're a subordinate leader's performance, nor is it a report you hand over to them. Rather, SOAR is a method to help you record leadership observations and plan a leadership feedback discussion with the subordinate leader.

Sample SOAR Card:

<p>Situation: Describe the situation/conditions of the assessment.</p> <p><i>2LT Pinkham leads night convoy operations. LT supervises 4 NCOs and 18 enlisted Soldiers; 5 vehicles.</i></p>	
<p>Observation: Describe behavior and impact on mission and/or Soldiers.</p> <p><i>Thorough OPORD – briefed specifics; asked for brief-back to ensure understanding; missed turn and got lost; did not ask others for assistance; lost confidence; convoy late with resupply</i></p>	<p>Associate & Assess: Identify FM 6-22 competency; assess proficiency.</p> <p><i>Communicates – strength; Leads by Example – development need; Gets Results – development need</i></p>
<p>Reinforce & Recommend: Note appropriate feedback, praise, or correction. Recommended action to sustain/improve leader behavior.</p> <p><i>Reiterate strength as ensuring shared understanding. AAR the missed-turn incident. Recommend shadow of other convoy operations. Recommend AAR with NCOs to work better with them; learn when to ask for help.</i></p>	