

CONFIDENTIAL

PERFORMANCE EVALUATION REPORT

Employee Name		Designation	
Work Location		Job Type	
Appointment Date		Evaluation Period	
Name & Designation of Evaluating Supervisor:		Name & Designation of Reviewing Authority:	

Instructions

- ☒ Please carefully consider staff's demonstrated performance and tick square most closely to his/her performance.
- ☒ Please ensure that ratings reflect the whole reporting period and are discussed with the staff member.
- ☒ For criteria not applicable to the staff member, please tick the N/A (Not Applicable).
- ☒ Targets vs. actual achievements should be considered. Reasons for shortfalls, if any, may also be enumerated.
- ☒ Evaluate the staff member in the following performance standards:

RATING STANDARDS

- A** It reflects an exceptional service to the organization beyond the call of duty.
- B** The performance exceeds expectations for more than 50% of the time.
- C** Performance that fully meets the post requirements and HOPE'87's expectations
- D** Performance that is inconsistent with the post requirements & HOPE'87's expectations but can be improved
- E** Performance that is unacceptable by not achieving the post requirements & HOPE'87's expectations.
- F** Performance factor which are not applicable to this appraisee.

EVALUATION OF PERFORMANCE (please tick the appropriate box in the relevant square)

Performance Factors	Performance level					
	A	B	C	D	E	F
	Exceptional	Exceeds Requirement	Meets Requirement	Meets Minimum Requirement	Inadequate	N/A
Knowledge and expertise to perform the job						
Adherence to HOPE'87 policies and procedures						
Ability to work independently (completes tasks and resolves problems/conflicts with minimum direction and supervision)						
Initiative, creativity and originality (to generate ideas/improve processes)						
Promotes HOPE'87's vision, mission and values (in the team, community partner, donors and outside visitors)						
Ability to manage resources in a cost effective way, prioritize actions and organize work schedule (to complete planned/assigned tasks on time)						
Adaptability (to adapt unforeseen changes in procedures, technologies and roles & responsibilities)						
Accepts responsibility and ensures accountability, reliability, adaptability						
Capacity to lead/manage a team and delegates roles and responsibility						
Ability towards strategic planning, analytical and visionary approach						

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Attitude and ability to work with seniors, colleagues and juniors							
Language(s) skills (Proficiency/power of expression in written and oral wit clear and convincingly ideas/approaches)	English						
	Other (specify)						
	Local language/dialects						
Standard of work output	Quality						
	Quantity						
Ability to summarize/write reports, synthesize information and express ideas							
Capacity to learning, listening, observing and retaining information							
Ability to build and maintain outside relationship (with community, donors, volunteers, philanthropists, intellectuals etc.)							
Appearance, confidence and willpower capabilities							
Integrity, general reputation and moral habits							
Gender sensitivity (as a team member and as an individual)							
General conduct (attitude, discipline, regularity/punctuality, team spirits)							
OVERALL ASSESSMENT (It should be based on performance of all job functions, objectives and output listed for the review period, also taking into consideration of exceptional circumstances that had an impact on the results)							

Comments on the overall assessment level (considering all the performance factors and evaluation criteria).

Date: / /

Signature of evaluating authority

Date: / /

Signature of reviewing authority