

Schedule 10: Performance Appraisal Form for the CEO and GM of the divisions

National Housing Development Corporation Limited

Performance Management appraisal Form

Appraisal period from: To

Performance Planning Form for the heads of the divisions

(Confidential when completed)

Employee Name:

Position Title/Level:

Supervisor's Name and Title:

Preparation of Checklist

- Review job description to identify the target position requirements
- Review Corporation's Performance Management Competencies, Profiles and other specific competencies of the organization, program or discipline
- Review previous performance evaluation form if available
- Review strategic and business plans with organization/program objectives
- Review organizational guidelines/policies for learning and development

Rating Scale

A numeric and letter rating scale with corresponding descriptors have been provided below. The manager and employee should use the rating scale that best represents the culture of the organization or that they decide upon and use it consistently throughout the document.

E/3.6-4		Outstanding Exceeded requirement on most or all of the objectives and competencies
VG/2.1-3.5		Very Good Fulfilled requirements and met performance objectives and competencies for the position assessed
G/1.1-2		Good Fulfilled some of the requirements of the objectives/competencies. Progress is being observed for the majority of requirements
IN/0-1		Needs Improvement Fulfillment of objectives and competencies was less than adequate in all or most respects. Performance is below satisfactory level and must improve.

A: Performance Planning and Review

This part is to be filled in jointly by the employee and the supervisor at the beginning of the appraisal period.

Performance Target	Key Indicators	Rating	Remarks
1.			
2.			
3.			
4.			
5.			

(Remarks means remarks from the manager about what was achieved and how it is exemplary)

(Name and signature of the employee)
Supervisor)

(Name and signature of the

Comments by the Employee:

Comments by the supervisor

B: Core competency

Core competency	Description of the competency	Rating
Work Management	Refers to the ability to plan and prioritize activities, delegate and assign work properly. It also means setting performance standards and establishing monitoring systems, streamlining operations and making sound decision.	
Human Resource Management	Refers to the ability to motivate subordinates to accomplish their goals. It also means facilitating and providing guidance and counseling in their work and career advancement. Managing people involves maintaining impartiality, discipline, and promoting productivity.	
Resource Management	Refers to the ability to promote effective utilization of the funds and facilities available within the division. It also means proper distribution, usage and maintenance of the office facilities and funds.	
Network management	Refers to the ability to work effectively and efficiently with others in the organization and those outside the organization. It also includes skills in establishing and maintaining good relationships with stakeholders of the NHDCL.	
Constraint management	Refers to the ability to detect and overcome constraints. It also includes creativity and innovation in developing solutions to counter constraints.	

Name and signature of the employee)
Supervisor)

(Name and signature of the

Comments by the Employee:

Comments by the Supervisor:

Final Rating:

(This should be decided by the management committee: