

Schedule 11: General Staff Performance Appraisal Form

National Housing Development Corporation Limited

Performance Management appraisal Form

Appraisal period from: To

General Staff Performance Planning Form

<i>(Confidential when completed)</i>
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 Fulfilment 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)

(Name and signature of the Supervisor)

Remarks by the Employee:

Remarks by the Supervisor:

B. Core competency

Core competency	Description of the competency	Rating
Work Knowledge	Refers to the level of knowledge and skills related to the work of the employee. This includes the appreciation and drive displayed for acquiring knowledge and skills to carry out the work professionally.	
Customer Service	Refers to the desire to help or serve others and to meet their needs. It also means focusing efforts on discovering and meeting the customer's needs including that of the internal and external customers.	
Attendance and punctuality	Refers to the initiative of the employee to make himself or herself present for duty and to attend to the assigned task on time.	
Teamwork	Refers to the genuine intention to work cooperatively with others. This includes assisting others with their work and valuing the assistance and ideas of colleagues.	
Attitude / discipline	Refers to the initiative of the employee and willingness to work beyond normal working hours to complete the tasks on time respecting policies, rules and procedures. It also covers motivating others, promoting discipline, economy, productivity and selflessness.	

(Name and signature of the employee)

(Name and signature of the Supervisor)

Remarks by the Employee:

Remarks by the Supervisor:

Final Rating:
(Should be decided by the management committee)

