

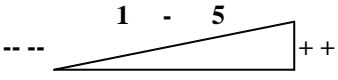
PERFORMANCE APPRAISAL REPORT

Employee : _____ Supervisor : _____

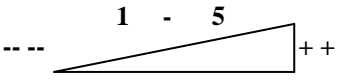
Department : _____ Appraisal Year : _____

SECTION 1: PERSONAL TARGET ACHEIVEMENT

Upon the discussion and agreement between the employee and supervisor, please evaluate the target achievement of the employee based on the KPIs set in 2010.

Key Performance Indicators			Rating	Comments
Description	Target	Actual	--- 	Write down any rationale or explanation
1.			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
2.			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
3.			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
4.			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Other Targets

Insert any OTHER TARGETS not adequately or not quantified previously, but may be required in some particular jobs. For examples: Accuracy of Calculation, Quality of Study / Report, etc.			Rating	Comments
			--- 	Write down any rationale or explanation
a.			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
b.			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
c.			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Employee Signature: _____

Supervisor Signature: _____

Date: _____

Date: _____

Supervisor's Note (if applicable):

Supervisor Signature: _____

Date: _____

Employee's Note (if applicable):

Employee Signature: _____

Date: _____

Results Rating (for KPIs achievement)				
Not Met	Partially Met	Met Target	Exceeded	Exceeded by Far
<input type="checkbox"/> 50 – 74%	<input type="checkbox"/> 75 – 94 %	<input type="checkbox"/> 95 – 105 %	<input type="checkbox"/> 106 – 125 %	<input type="checkbox"/> 126 – 150 %
Result :				<input type="text"/> %

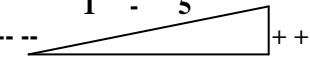
.....Your Company

Employee : _____ Supervisor : _____

Department : _____ Appraisal Year : _____

SECTION 2: COMPETENCIES

Evaluation and Description of Leadership Behavior (related to the past year)

Competencies	Major / Minor	<div style="text-align: center;">  </div>
Professional Knowledge	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Strategic Thinking	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Entrepreneurial Competence	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Leadership	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Social Competence / Teamwork	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Positive Response To Change	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Customer Orientation	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Communication / Openness	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Planning / Priority Setting	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Employee Development (for supervisors only)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Comments on Leadership Behavior :		

Overall Performance Rating (summarized rating of section 1 and section 2 in comparison to other personnel on the same level in the past year)

Insufficient
 Inconsistent
 Fully Effective
 Excellent
 Outstanding

Proposal of Payment Percentage for the Individual Bonus : %

(Human Resources Dept. Only)

Date : _____ Signature of Supervisor : _____

Please fill in this page for those employees who are allocated to the performance categories **Insufficient, Inconsistent** and **Fully Effective**.

Development on same Level <ul style="list-style-type: none">- by job rotation <input type="checkbox"/>- in current assignment <input type="checkbox"/>
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Possible functions:

Available from: _____

International Assignments:

 Worldwide Preferences No

Suitable/Preferred

Regions/Countries: _____

Proposals for Development / Comments:
