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| STAFF MEMBER INFORMATION |
| Name:       |
| Title:       |
| Department/Office:       |
| Index Number:       |
| Grade/Level:       |
| SUPERVISOR INFORMATION |
| First Reporting Officer | Second Reporting Officer |
| Name:       | Name:       |
| Title:       | Title:       |
| Department/Office:       | Department/Office:       |
| Index Number:       | Index Number:       |
| **Additional Supervisor(s):** (Optional) For significant assignments or significant amount of time |
| Additional Supervisor 1  | **Additional Supervisor 2**  |
| Name:       | Name:       |
| Title:       | Title:       |
| Department/Office:       | Department/Office:       |
| Index Number:       | Index Number:       |

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| WORKPLAN (add pages if needed) |
| Goal 1       |
| Goal 2       |
| Goal 3       |
| **Goal 4**       |
| **Goal 5**       |

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| **VALUES AND COMPETENCIES** |
| **Core Values (**Mandatory for all UN staff members.**)** |
| Integrity | **[ ]**  |  |
| Professionalism | **[ ]**  |
| Respect for Diversity/Gender | **[ ]**  |
| **Core Competencies (**Select competencies agreed with FRO.)  |
| Communication | **[ ]**  |  |
| Teamwork | **[ ]**  |
| Planning & Organizing | **[ ]**  |
| Accountability | **[ ]**  |
| Creativity | **[ ]**  |
| Client Orientation | **[ ]**  |
| Technological Awareness | **[ ]**  |
| Commitment to Continuous Learning | [ ]  |
| **Managerial Competencies** (Required for those with managerial responsibility. Select competencies agreed with FRO.) |
| Managing Performance | **[ ]**  |  |
| Vision | **[ ]**  |
| Leadership | **[ ]**  |
| Building Trust | [ ]  |
| Judgment/Decision-Making | [ ]  |
| Empowering Others | [ ]  |
| **DEVELOPMENT PLAN** |
|       |

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| **MID-POINT REVIEW:**   |
|  Staff member comments      |
| First reporting officer comments      |
| **Discussion and Mid-Point Review completed.** |
| First Reporting Officer’s Name:       | Signature | Date       |
| Staff Member’s Name:      | Signature | Date       |

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| **END-OF-CYCLE APPRAISAL** |
| Staff member’s Self-Appraisal      |
| Additional Supervisor 1 Comments     Additional Supervisor 1 Name:       Date:       Signature:  |
| Additional Supervisor 2 Comments     Additional Supervisor 2 Name:       Date:       Signature:  |
| First Reporting Officer’s Comments on Goals      |
| First Reporting Officer’s Comments on Values and Competencies      |

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| CORE VALUES (Provide evaluations for the core values. These are mandatory for all UN staff). |
|  | **Unsatisfactory** | **Requires Development** | **Fully Competent** | **Outstanding** |
| Integrity | [ ]  | [ ]  | [ ]  | [ ]  |
| Professionalism | [ ]  | [ ]  | [ ]  | [ ]  |
| Respect for Diversity/Gender | [ ]  | [ ]  | [ ]  | [ ]  |
| **CORE COMPETENCIES (**Provide evaluations only for the competencies selected as relevant for this cycle). |
|  | **Unsatisfactory** | **Requires Development** | **Fully Competent** | **Outstanding** |
| Communication | [ ]  | [ ]  | [ ]  | [ ]  |
| Teamwork | [ ]  | [ ]  | [ ]  | [ ]  |
| Planning & Organizing | [ ]  | [ ]  | [ ]  | [ ]  |
| Accountability | [ ]  | [ ]  | [ ]  | [ ]  |
| Creativity | [ ]  | [ ]  | [ ]  | [ ]  |
| Client Orientation | [ ]  | [ ]  | [ ]  | [ ]  |
| Technological Awareness | [ ]  | [ ]  | [ ]  | [ ]  |
| Commitment to Continuous Learning | [ ]  | [ ]  | [ ]  | [ ]  |
| **MANAGERIAL COMPETENCIES (**Provide evaluations only if competencies were selected above). |
|  | **Unsatisfactory** | **Requires Development** | **Fully Competent** | **Outstanding** |
| Managing Performance | [ ]  | [ ]  | [ ]  | [ ]  |
| Vision | [ ]  | [ ]  | [ ]  | [ ]  |
| Leadership | [ ]  | [ ]  | [ ]  | [ ]  |
| Building Trust | [ ]  | [ ]  | [ ]  | [ ]  |
| Judgment/Decision-Making | [ ]  | [ ]  | [ ]  | [ ]  |
| Empowering Others | [ ]  | [ ]  | [ ]  | [ ]  |

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| **First Reporting Officer’s Overall Rating**  |
| [ ]  Exceeds performance expectations |
| [ ]  Successfully meets performance expectations |
| [ ]  Partially meets performance expectations |
| [ ]  Does not meet expectations |
| First Reporting Officer’s Overall Comments      |
| Second Reporting Officer’s Overall Comments      |
| S/M Signature Date  |
| FRO Signature Date  |
| SRO Signature Date  |