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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 |