

# Hong Kong FMI Services Limited

## PERFORMANCE APPRAISAL FOR JUNIOR PROFESSIONAL STAFF

Probation confirmation performance appraisal for 15 June 2020 – 14 November 2020

### PERSONAL DATA

(to be completed by the appraisee)

#### Staff Name

Lee Kwun Wang, Orion

#### Department

Hong Kong FMI Services Limited

#### Rank (and date of appointment)

System Analyst (15/June/2020)

#### Post (and date of posting)

A(SYS)(IT)(HKFMI)8 (15/June/2020)

Acting appointment lasting more than two months during appraisal period, with dates :

### Qualifications :

#### Academic

2015 Bachelor of Business Administration  
(Marketing),  
The University of Hong Kong

2014 Bachelor of Engineering  
(Computer Engineering),  
The University of Hong Kong

#### Professional

### Experience :

#### Posting history

(15/06/2020) System Analyst

#### Pre-HKFMI experience

2016/02 – 2020/06  
Development Officer,  
The Hong Kong Federation of Youth Groups

2015/06 – 2016/02  
Software Engineer, PortalVision Limited

2014/06 – 2014/08  
Project Assistant, Lands Department, HKSAR

2013/06 – 2014/08  
IT Student Intern, Philips Electronics (HK) Limited

### Training courses attended during appraisal period :

HavardX Data Science Professional Certificate

### Privacy Principles


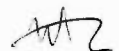
The information on this form is used to: clarify job requirements, assess and provide feedback on job performance, assist in decisions on awarding performance pay, appraise job-related skills and assist in decisions on posting, promotion and career development. The completed forms are filed in Human Resources Section and some of the information is kept on the Personnel Management Information System. Access to appraisal information is limited to those with a legitimate work requirement.

## PART 1 : PERFORMANCE ASSESSMENT AGAINST OBJECTIVES

### Section 1.1 Objective-setting (to be completed by the appraisee)

Please outline the Key Result Areas (KRAs) and Objectives during the appraisal period in order of importance, including any relating to acting appointments. The KRAs and objectives should be agreed with the appraising officer and cleared with the countersigning officer at the beginning of the year, with any necessary modification made at the half-year review.

	Key Result Areas	Weighting (%)	Objectives	Tracking Sources
1.	TRMIS Data Archive Project	90	<ul style="list-style-type: none"> <li>To archive trade records of TR products as compressed format (eg. GZIP) from database in order to reduce the space for data storage</li> <li>To design and develop programs for the data archival &amp; retrieval process</li> <li>To study an SQL-enabled tool, eg. Apache Drill, for direct queries and partitioning on the archived records</li> <li>To study a data analytic tool, eg. Tableau, for data analysis on the archived records</li> <li>To conduct UAT with users</li> </ul>	<ul style="list-style-type: none"> <li>Source codes</li> <li>Program design diagrams and logic flowcharts</li> <li>Demo materials</li> <li>Feedbacks from user divisions</li> </ul>
2.	TR BC Report Automation	10	<ul style="list-style-type: none"> <li>To automate the TR BC Report generation</li> <li>To study the report logics and the source codes of the existing programs</li> <li>To design and develop solutions for the report automation process</li> <li>To conduct UAT with users</li> </ul>	<ul style="list-style-type: none"> <li>Code review notes</li> <li>Source codes</li> <li>Program design diagrams and logic flowcharts</li> <li>Feedbacks from user divisions</li> </ul>

	Name	Post	Signature	Date
Appraisee	Orion Lee	A(SYS)(IT)(HKFMI)8		27/10/2020
Appraising Officer	Matthew Lee	SO(IT)(HKFMI)1		27/10/2020

**Section 1.2    Half-year Review**  
(to be completed by the appraising officer)

Please review performance and objectives with the appraisee *in the middle of the appraisal cycle*. A brief summary of the interview should be recorded below. The record should be read and signed by the appraisee.

Date of interview :

Not Applicable for  
Probation Confirmation Report

	Name	Post	Signature	Date
Appraisee				
Appraising Officer				

### Section 1.3 Assessment Against Individual Objectives (to be completed by the appraising officer)

Please comment ***upon the completion of the appraisal cycle*** on the appraisee's performance for each objective listed and circle or tick the performance rating according to the following scale:-

- 1 = Far above requirements
- 2 = Above requirements
- 3 = Meets requirements
- 4 = Below requirements
- 5 = Far below requirements

KEY RESULT AREAS	COMMENTS ON PERFORMANCE
1.	<p>The studies are abundant and completed on schedule. The project is right on target.</p> <div>12✓45</div>
2.	<p>Provide adequate and efficient support and technical knowledge to business users</p> <div>12✓45</div>
3.	<div>12345</div>
4.	<div>12345</div>
5.	<div>12345</div>

KEY RESULT AREAS	COMMENTS ON PERFORMANCE
6.	<div>12</div> <div>12345</div>
7.	<div>12345</div>

#### Section 1.4 Overall Performance Assessment

(to be completed by the appraising officer after clearing with the countersigning officer and the Chief Executive Officer)

##### 1.4.1 Assessment of performance against objectives

The assessment should measure the appraisee's overall performance against the objectives agreed by the appraising officer during the appraisal period.

☐

Overall Performance exceeds objectives

☐
☐

Not Applicable for  
Probation Confirmation Report

##### 1.4.2 Assessment of performance amongst peers

Appraisees whose overall performance exceeds objectives will be considered for an award of one or two stars based on relative comparison of performance with their peers.

☐

Two stars

☐

One star

## PART 2 : CORE COMPETENCIES AND POTENTIAL ASSESSMENT

### Section 2.1. Core Competencies

(to be completed by the appraising officer)

Please circle or tick, according to the rating scale below, the appropriate proficiency rating to indicate the extent to which the appraisee has demonstrated the various competencies. The assessment should be made on the basis of the **core competencies required for the current rank** attached at Annex. Please include other competencies you consider relevant to the HKFMI and define in specific terms the skills required. *Please do **not** mark between boxes.*

#### Rating Scale:

1	=	Far above requirements	4	=	Below requirements
2	=	Above requirements	5	=	Far below requirements
3	=	Meets requirements	NA	=	Not applicable

	CORE COMPETENCIES	DESCRIPTION	Rating
A. People Skills	a1. Interpersonal Relations	the ability to manage effective working relationship with both colleagues and external contacts.	1 2 <input checked="" type="checkbox"/> 4 5 NA
	a2. Teamwork	the ability to work effectively with and contribute ideas to teams.	1 <input checked="" type="checkbox"/> 3 4 5 NA
	a3. Supervision	the ability to direct and provide clear guidance to staff.	1 2 <input checked="" type="checkbox"/> 4 5 NA
B. Horizontal Skills	b1. Communications	• Oral	1 2 <input checked="" type="checkbox"/> 4 5 NA
		• Writing	1 2 <input checked="" type="checkbox"/> 4 5 NA
	b2. Judgement and Problem Solving	• Analysis	1 2 <input checked="" type="checkbox"/> 4 5 NA
		• Judgement	1 <input checked="" type="checkbox"/> 3 4 5 NA
	b3. Personal Qualities	• Work programming	1 2 <input checked="" type="checkbox"/> 4 5 NA
		• Resilience and reliability	1 2 <input checked="" type="checkbox"/> 4 5 NA
		• Drive	1 2 <input checked="" type="checkbox"/> 4 5 NA
		• Adaptability	1 2 <input checked="" type="checkbox"/> 4 5 NA
		• Learning	1 <input checked="" type="checkbox"/> 3 4 5 NA
C. Vertical Skills	c1. Technical Knowledge	• Knowledge	1 2 <input checked="" type="checkbox"/> 4 5 NA
		• Tools	1 <input checked="" type="checkbox"/> 3 4 5 NA
		• Contacts	1 2 <input checked="" type="checkbox"/> 4 5 NA

<b>C. Vertical Skills</b>	<b>c2. Others (please specify)</b>	
	•	
	•	
	•	

1	2	3	4	5	NA
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1	2	3	4	5	NA
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1	2	3	4	5	NA
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1	2	3	4	5	NA
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## Section 2.2 Development Plan (to be completed by the appraising officer)

### 2.2.1 Key Strengths and Areas for Development

Please list the appraisee's principal strengths that are critical to job success / value-added to the HKFMI and areas of developments for the current or future positions.

#### Key Strengths

Orion was conscientious and technical. He could complete the application development task independently. He was willing to learn knowledge.

#### Areas for Development

### 2.2.2 Training Needs

Please indicate any training needs based on the competency profile in **Section 2.1 and 2.2.1 above**.

#### Training Needs

**Section 2.3****Overall Potential Assessment**

(to be completed by the appraising officer after clearing with the countersigning officer and the Chief Executive Officer)

Please comment on the appraisee's overall potential for further career development. (Please refer to Annex for the core competencies for different ranks.)

☐

Good potential (Please also complete Section 2.4.)

☐

Reasonable potential

☐

Potential to be further

☐

Others (Please specify)

Not Applicable for  
Probation Confirmation Report

**Section 2.4 Specific Comments on Overall Potential Assessment**

2.4.1 Please specify if the appraisee is suitable for development in specific work area(s)/function(s) only:

☐

Yes, specific work area(s)/function(s) is/are \_\_\_\_\_

☐

No, the appraisee is highly postable.

2.4.2 Please specify the knowledge/skill(s) that the appraisee needs to enhance in order to facilitate his/her further development. If appropriate, this part can relate to the training needs identified in Section 2.2.2:

**PART 3 : APPRAISAL INTERVIEW**

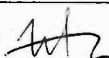
(to be completed by the appraising officer and the appraisee)

A summary of the interview should be recorded in the space below. This should cover the matters discussed, including any specific points raised by the appraisee. **It should be read and signed by the appraisee.**

I explained to Orion about his performance during the appraisal period

**Signature of  
Appraising Officer**

Matthew Lee



**Date**

27 Oct 2020



## Appraisee's Comments

The appraisee may record any comment on this performance review, preference for training, and any additional information that should be taken into consideration and is not recorded elsewhere in the report.

I agree on the comments given by my supervisors.

Signature of Appraisee

Orion Lee



Date

28/10/2020

## Part 4 : COUNTERSIGNING OFFICER'S ASSESSMENT

Please state whether or not you agree with the appraising officer's assessment on: -

Performance

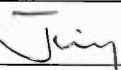
Agree

Core Competencies and Potential

Signature of

Countersigning Officer

Jimmy Poon



Date

28/10/2020

	Name	Post
Appraising Officer	Mathew Lee	SO(IT)(HKFMI)1
Countersigning Officer	Jimmy Poon	M(IT)(HKFMI)

**Note:** The appraisee will be given a full set of appraisal form after the countersigning officer has completed the assessment.