|  |  |
| --- | --- |
| **EMPLOYEE INFORMATION**  Employee’s Name:  Position:  Department:  Time in this position: \_\_\_\_ year(s) \_\_\_\_month(s)  Evaluation Period: from\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_  Evaluation date:  **SUPERVISOR INFORMATION**  Name:  Supervised employee for: \_\_\_\_year(s)\_\_\_\_months | **EMPLOYEE OVERALL RATING**  **RATING:**  **O: Outstanding:** Consistently exceeds all requirements of the role.  **C: Commendable:** Consistently exceeds many of the requirements of the role.  **FC: Fully Competent:** Achieve the requirements of the role on ongoing basis.  **NI: Needs Improvement:** Needs further development to achieve requirements of the role or is not consistently meeting the role requirements.  **U: Performance is Unsatisfactory:** The requirements of the role are not met, and improvement has not been exhibited. |

**PERFORMANCE EVALUATION INSTRUCTIONS**

**Performance Objectives and Measures:**

**Performance Objectives** are job oriented. They are result-based and tied to your day to day job responsibilities as well as special projects. They should be aligned with Action Against Hunger’s Strategic plan and the employee’s Department Goals/objectives. 3 – 5 performance objectives are recommended.

**Key performance measures** for each objective. They should respond the question: how success looks like? Measures can be quantitative or qualitative and should be very clearly defined. Each objective should have 1 – 2 measures.

**Development Objectives** are learning oriented. They are set with the purpose of acquiring or enhancing specific knowledge, skills, or competences (including behavioral competences) so employees can perform at a higher level in their current role and/or prepare for new responsibilities in the future. 1-2 developmental goals are recommended.

**SECTION I. PERFORMANCE OBJECTIVES & MEASURES**

*As you review your goals throughout the year (we recommend every quarter or more often if possible), use this page to record progress or achievement. Remember it is not just WHAT is achieved, but also HOW this was done. Progress and outcomes are reviewed so that you have a good idea of what is working well and what could be changed or improved. You might include things relating to your own performance, how others impact your work, or how organization processes impact your work (i.e. what helps and hinders you in getting the job done). You can make reference to monthly conversation meetings that have taken place through the year, your own journal or other meeting records to elaborate HOW the work was done.*

*Safeguarding, Child safeguarding and PSEA Policy and Code of Conduct**deliverables agreed at the beginning of the period (refer to action plan) or accomplished during the evaluation period in question should be highlighted here*

|  |  |  |  |
| --- | --- | --- | --- |
| **Performance Objectives:** | **Key Performance Measures:** | **Rating:** | **Comments:** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SECTION II. DEVELOPMENT OBJECTIVES**

*Based on the discussions at the end-term performance review, highlight some of the areas that should be considered for the employee’s professional development in the coming period. These ‘development needs’ shall be incorporated into the employee’s Work and Development Plan for the coming year/contract period.*

*Safeguarding, Child safeguarding and PSEA Policy and Code of Conduct developmental needs should be highlighted here*

|  |  |  |  |
| --- | --- | --- | --- |
| **Development Objective:** | **Actions for Development:** | **Measures of Progress:** | **Comments:** |
|  |  |  |  |
|  |  |  |  |

**SECTION III. REVIEW COMMENTS & SIGNATURES**

|  |  |
| --- | --- |
| **Overall Employee Comments** | **Overall Supervisor Comments** |
|  |  |
| Name: | Name: |
| Signature: | Signature: |
| Date: | Date: |

By signing, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledge my supervisor and I have met and have discussed my annual performance evaluation.

Second Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_