**Description: cid:5A4D3DD1-84F4-490B-B5D4-A4219736BB0C**

Appraisal for Senior Deck Officers

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| **PERSONAL DATA**  Ship Name(s)  Last Name First Name  Rank Nationality  Date of Birth Date of Report  Period under review (DD/MMM/YY) to DD/MMM/YY |

|  | Highly Effective | Effective role | Improvement required | Significant Improvement required | Remarks |
| --- | --- | --- | --- | --- | --- |
| **Communication**   * with his/her team on board * with other departments * with the management Company |  |  |  |  |  |
| **People management**   * Always acts as a Role Model, representing the company values, treating people with high respect, also in tense situations * Provides regular feedback to staff/colleagues in an objective and constructive way   Teamwork:   * Leads by example to build a harmonious environment within the team, showing sensitivity, empathy and respect, and avoiding conflicts on board * Outside the vessel (Company/agents/and other stakeholders)   Learning and Listening:   * Uses normal work situation as an opportunity for development, allocating people to carry out projects, to strengthen their capabilities * Supports and develops the Officers to grow and to progress in their career * Captain: Supervises effectively the ability to manoeuvre of Staff Captain |  |  |  |  |  |
| **Safety Culture**   * Enforces a strong Safety Culture on board, by leading through example and in a proactive way * Ensures that all departments are fully compliant with all safety aspects of the vessel and necessary trainings are done * Verifies that company standards and legal requirements for accident prevention, safety, hygiene, security and environmental compliance are always applied * Alerts and notifies possible incompliances by the defined channels * Complies always with company procedures |  |  |  |  |  |
| **Environmental conscious**   * Is doing his utmost to protect the environment * Ensures that all environmental regulations are respected and followed |  |  |  |  |  |
| **Planning and control**   * Efficiently plans all activities, anticipates challenges and allocates resources accordingly * Has a clear vision of critical activities, understands priorities and performs activities accordingly * Manages any emergency efficiently, swiftly and with a minimum disturbance to passengers and crew * Solves challenges on objective information and data * Identifies quickly and effectively solutions for operational emergencies and assigns the team tasks accordingly * Deeply analyses the root causes of problems and finds long term solutions * Is adherent to the budget and respects targets * Is planning well ahead to avoid additional costs * Makes proposals to improve organization and processes |  |  |  |  |  |
| **Deck Department aspects**   * Supervises effectively the management of the entire Deck Department and communication with shore office * Effective management of the bridge team * Proactive application of the SMS and Company procedures * General vessels appearance and maintenance |  |  |  |  |  |
| **Passenger experience**   * Is committed to enhancing the passenger’s experience on board * Visible and approachable towards passengers * Appearance in Uniform and grooming is always impeccable |  |  |  |  |  |

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| Nine Box Talent Model: Rating from Shore side Management (Exec. VP, Sen VP Technical & Crewing, Sen VP Hotel, all Superintendents and DPAs, Crew Director)  (see definitions on the next page) |  |

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| Targets/Goals from last reporting period achieved? | |  | |
| Targets/Goals for the next reporting year: | |  | |
| Training recommendations: | |  | |
| For Staff Captains: | | Recommended for promotion? Yes  potentially  No | |
| If yes: why? | |  | |
| If not (yet): Where are improvements required? | |  | |
| Name of Technical Director:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of DPA / Superintendent:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Appraised Officer Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**ASSESSMENT GUIDANCE NOTES**

Highly Effective This individual consistently goes beyond the requirements of all aspects of their role

Effective This individual consistently achieves all aspects of their role and for some aspects goes beyond the requirements of their role

Improvement required This individual currently achieves most aspects of their role but improvement is required do consistently meet all aspects

Significant Improvement required This individual does ***not*** achieve the expectation of their role and significant improvement is required

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| **Nine Box Talent Model Definitions** | | | | | | | | |
|  | **Potential** | | | | | | | |
| **Performance in Current Role** |  |  |  |  |  |  |  |  | |
|  |  |  | **Develop in Role** |  | **Development Potential** |  | **Promotable** | |
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|  | **Exceeds Expectations** |  | **Key Contributor** 7 High Performance, Low Potential  High performer, hard to replace.  Possibly a specialist or expert.  Consistently adds value.  Has reached career potential.   Retain, reward, help with developing others.  Broaden reach? |  | **Adaptable Performer** 8 High Performance, Medium Potential  Consistently meets/usually exceeds.  Has transferable skills. Ready for additional challenge.   Potential to perform in a higher role or another role at the same level.  More value may be realised. |  | **Star Performer** 9 High Performance, High Potential  Clear potential beyond immediate role with capacity and/or ability for immediate advancement.  High potential for senior succession.   Reward, recognise, promote, develop soon. | |
|  |  |  |  |  |  |  |  | |
|  | **Meets Expectations** |  | **Solid Performer** 4 Consistent Performance, Low Potential  Meeting expectations.  Not stretching themselves.  Valued, possibly as a specialist.   Engage, focus, motivate to identify potential blockers  to higher performance/potential. |  | **Valued Contributor** 5 Consistent Performance, Medium Potential  May have potential to move through a lateral move  or more responsibility.  Highly valued employee.   Needs to be tested to ensure capability is maximised. |  | **Rising Star** 6 Medium Performance, High Potential  Visible capacity and/or capability for progression.   Needs clear personal objectives or new role or remit  to drive performance up. | |
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|  | **Not (or Potentially Not) Meeting Expectations** |  | **Unacceptable Performer** 1 Low/unacceptable performance, low potential      Performance or potential exit needs to be managed.  Corrective action needed quickly. |  | **Marginal Performer** 2 Low Performance, Medium Potential  May be new in company or role. Maybe in wrong role, obscuring ability.  Has potential to improve performance  or take more responsibility.   Test in role. Consider change of role. |  | **New in Role** 3 Low Performance, High Potential  Novice/new entrant or new in role. Showing high potential.  Has demonstrated high potential in previous roles.   May need to focus more on current position  before a move. | |