

**Guideline Document Library**

**Compose Performance Appraisal Form**

**Version – Issue 1.0**

**11th Jan 2011**

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RECORD OF CHANGE

\* A – Added, M – Modified, D - Deleted

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| **Date** | **Changed Items** | **\*A, M, D** | **Description** | **Version** |
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|  | Name & Role | Date | Signature |
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# INTRODUCTION

The guideline describes company’s procedure to implement the review which is conducted yearly by the end of February every year.

## Purpose

To provide guideline to associate who will do perform annual review, in general it is to introduce:

* Steps need to perform the Annual Review using the PAS form
* How to perform each step properly

## Scope

The guideline will apply for people who are eligible for annual review

## Definitions, Acronyms and Abbreviations

| **Term** | **Explanation** |
| --- | --- |
| AR | Annual Review |

## References

| **No** | **Document Name** | **Ref to:** |
| --- | --- | --- |
| 1 | HNVN Job Family - ForSD 2011.xls |  |
| 2 | HNVN Career Development - Rating Level Instruction.xlsx |  |
| 3 | HNVN-HR-FM PAS 2010.xls |  |

# ANNUAL REVIEW PROCEDURE

PAS 2009

Q1-Q4 performance review

PAS 2010

Knowledge and Competence Skills

Soft Skills

Financial/PM/LM Skills

Final PAS 2010

Salary and Promotion

Job Family 2010

Position Qualification

English

### Review Plan:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No#** | **Step** | **Deadline to finish** | **Staff** | **LM** | **DPM** | **RM** | **PM** |
| 1 | Annual review: Guidance and plan | 24-Jan-11 | Required | Required | Required | Required | Required |
| 2 | Fill PAS - Self appraisal | 27-Jan-11 | Required |  |  |  |  |
| 3 | Line Manager to fill/update Performance Appraisal | 11-Feb-11 |  | Required |  |  | Optional |
| 4 | Face2face Performance Appraisal | 22-Feb-11 | Required | Required | Optional | Optional | Optional |
| 5 | Final Performance & Promotion Review | 23-Feb-11 |  |  | Required | Required |  |
| 6 | Management Board to make decision and HR to inform about new promotion, new salary to staff | 24-Feb-11 |  |  | Required | Required |  |

### Overall performance rating

There are 5 levels of rating in general as below:

|  |  |  |
| --- | --- | --- |
| **Proficiency** | **Experience** | **Level** |
| No Skill | None | 0 |
| Limited ability to perform. | Very limited –has performed; minimum 1 year experience | 1 |
| Can perform with assistance. Applied Knowledge | Performed with assistance on multiple occasions; minimum 4 years experience | 2 |
| Can perform without assistance. Applied Knowledge | Performed well without assistance; minimum 7 years experience | 3 |
| Can perform without assistance. In- depth knowledge | Repeated, successful; Can lead or direct others; minimum 10 year experience | 4 |
| Can give expert advice, and lead others to perform. | Extensive, comprehensive. Sought by others for consultation and leadership. Comprehensive knowledge with ability to make sound judgments; minimum 14 year experience | 5 |

# COMPOSE PERFORMANCE APPRAISAL FORM

### Doing assessment

| **Items** | **Guides to Complete** |
| --- | --- |
| **Assessment** | * List all achieved accomplishments to corresponding skills * Explain how the associate performed the accountabilities, developed/mastered the skill, accomplished the expectation * Provide specific examples * Ratings should be consistent with expectations and outcomes (*Refer to HNVN Career Development - Rating Level Instruction.xlsx for the description of the skill level ratings*) |
| **Performance rating summary** | * Final ratings in Assessment areas will decide the overall rating * The summary rating will be calculated base on associate’s competence and weight defined accordingly for each competence. * Achieved position and sub-level: base on total points compare to Summary points for corresponding competence and number of Sublevel defined in *HNVN Job Family - ForSD 2011.xls* * Overall rating will be:   (1): Unacceptable, (2): Improvement Need, (3): Meets expectations, (4): Exceed expectations, (5): Outstanding  *Refer to 3.1.2 HNVN Career Development - Rating Level Instruction.xlsx*   * **Line manager will fill in this result when the review finish** |
| **Promoted (Y?N)** | * Indicate the final decision if the associate is promoted * There must be a position available for promotion * Line manager will fill in this result when the review finish |
| **Career Objectives** | * Long-term: You to write a statement of desired career direction. This goal represents what you wish to achieve in the next 5 or more years, and sets the direction for the short-term goals * Short-term: help to attain associate next position step in progression to achieve long-term career goal. Short-term goals are attainted in a short period of time ranging from 12 to 24 months. |
| **Personal development plan for next period** | * List all goals/objective/expectations to work on prior to the next review period in support of the short term Career objectives Achievement * Goals can be revised after Line Manager and associate’s discussion * Have formal or informal discussion(s) during the next review period and update the status and completed date as associate meets each goal or if goal changes during the year. |
| **Agreed date and Signatures** | * To be completed when evaluation is discussed * Employee and Appraiser to fill in the name and the final soft-copy has to be uploaded to intranet |

### Overall Rating Description

Overall rating will be generated base on the current position and sub-level of the associate.

| **Rating** | **Description** |
| --- | --- |
| **5 = Outstanding** | * This applies only to individuals whose **exceptional performance** and abilities are **clearly obvious to all**, including supervisors and co-workers. * These persons **seek out opportunities** to provide service **well beyond** the requirements of their positions. * Since only a few persons will perform at this level, an explanation of the reason for the selection of this rating **MUST** be provided in the comments section. |
| **4 = Exceed expectations** | * + This applies only to individuals whose performance and abilities **exceed** their goals and expectations of **most**, including supervisors and co-workers.   + These individuals **seek out** opportunities to provide service **beyond** the requirements of their positions.   + An explanation of the reason for the selection of this rating **MUST** be provided in the comments section. |
| **3 = Meets expectations** | * This applies to individuals whose performance **meets the expectations** established for the position. * An explanation of the reason for the selection of this rating **MUST** be provided in the comments section. |
| **2 = Improvement Need** | * This rating indicates that the associate is either a) performing **slightly below** an acceptable level in some areas, or b) is **new in his/her position** and has not had time to develop to a more acceptable level. * Associates receiving a “**Improvement Need**” rating will be scheduled for a three or six-month review to reassess performance. |
| **1 = Unacceptable** | * This rating indicates that the associate is performing **below an acceptable level in many areas**. * An explanation of the reason for the selection of this rating **MUST** be provided in the comments section. *This narrative comment should include specific information on how to improve, and/or meet expectations.* |