**PERFORMANCE EVALUATION FORM**

FOR STANDBY PERSONNEL

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| **PART 1** **- Basic Information**  (To be completed by the supervisor) | | | | | | | | | | | | | |
| **NAME (LAST, FIRST)** | **TITLE OF POST** | | | **DUTY STATION (Country)** | | | | **HOST AGENCY** | | | | **SECONDING AGENCY** | |
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| **FUNCTION (a brief description of key tasks)** | | | | | | | **PERIOD OF DEPLOYMENT:**  **FROM:** **TO:** | | | | | | |
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| **PART 2 - Key Assignments and Outputs of the Deployment**  (As stated in the terms of reference. To be completed by the supervisor and the deployee.  The supervisor may request the technical focal point of the deployee to provide input) | | | | | | | | | | | | | |
| **Planned key assignments and outputs** (to be completed upon arrival by the deployee) | | | **Self assessment and comments by the deployee on achievements, indicating if outputs were achieved** | | | | | | | **Evaluation and comments by the supervisor** | | | |
| (1) | | |  | | | | | | |  | | | |
| (2) | | |  | | | | | | |  | | | |
| (3) | | |  | | | | | | |  | | | |
| (4) | | |  | | | | | | |  | | | |
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| **PART 3 – Impact and Sustainability of the Deployment**  (To be completed by the supervisor) | | | | | | | | | | | | | |
| 1. **IMPACT on Organisation:** How (if at all) has this deployment strengthened your organisation or operation? (E.g. through transfer of skills, new initiatives, innovation, set-up of new systems, etc.) | | | | |  | | | | | | | | |
| 1. **SUSTAINABILITY for Organisation:** How will your organisation ensure that the deployee’s contribution is sustained? (E.g. institutionalisation of new practices, handover, replacement) | | | | |  | | | | | | | | |
| 1. **EFFECT on the situation on the ground/persons of concern, if relevant:** How has this deployment provided relief or assistance to affected populations? | | | | |  | | | | | | | | |
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| **PART 4 – Professional Competencies Evaluation**  (To be completed by the supervisor, with input from technical focal point as applicable) | | | | | | | | | | | | | |
| **RATINGS** | | **Unsatisfactory** | | **Only Adequate** | | **Satisfactory** | | | **Very Good** | | **Exceptional** | | **Comment** |
| **Technical competencies**  (Job competence, technical know-how and understanding)  *To be completed by technical focal point if different from supervisor* | | □ | | □ | | □ | | | □ | | □ | |  |
| **Work relations/interpersonal skills**  (Relations with other staff, Government and/or Implementing Agencies) | | □ | | □ | | □ | | | □ | | □ | |  |
| **Communication skills**  (Expression of ideas and thoughts, both in oral and in writing) | | □ | | □ | | □ | | | □ | | □ | |  |
| **Commitment/ Attitude**  (Dedication, initiative, enthusiasm, interest) | | □ | | □ | | □ | | | □ | | □ | |  |
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| **RECOMMENDATION:**  The deployee should be considered for: (tick one and justify below)  □ Deployments with the same type of tasks as this one  □ More complex and difficult tasks  □ Less demanding tasks only  □ Tasks in a different technical area  Explanation: | | | | | | **GENERAL COMMENTS on the deployee’s overall performance:** | | | | | | | |
| **Recommended competence development/training needs, if any:** | | | | | |
| Supervisor's name: Title: Signature: Date:  Frequency of contact with the deployee: □ Daily □ Weekly □ Monthly □ Less frequently | | | | | | | | | | | | | |
| Technical focal point’s name: Title: Signature: Date:  (if relevant) | | | | | | | | | | | | | |

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| **PART 5 – The deployee’s Review of Ratings/Assessment by the supervisor** | |
| Agree with the above evaluation | Do not agree with the above evaluation |
| **GENERAL COMMENTS by the deployee:**  Comment on your overall performance and on any skills or qualities that you have enhanced/gained during this mission: | |
| **COMPETENCE DEVELOPMENT AND TRAINING NEED:**  Please indicate your desire ( if any) for further job-related training: | |
| Deployee’s signature: Date: | |

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| Instructions and Guidelines  1. The following guidelines should be used in evaluation of the standby personnel’s performance. Part 1 and Part 2 of the form should be completed upon arrival of the standby personnel. The remaining parts should be completed before the departure of the standby personnel by the supervisor and technical focal point if deemed necessary. 2. Please pay particular attention to Part 3, as this information is essential for Standby Partners’ donor reporting. 3. In the evaluation in Part 4, ensure consistent application of the rating operationalised as follows:   Unsatisfactory: The performance/quality of service failed to meet the minimum standards of acceptability. The lack of required quality contributed to the complete or near failure of the deployment.  Only Adequate: The performance/quality of service was only adequate. More had in fact been expected. On the other hand, the deficiency was not so grave as to jeopardize the objectives of the deployment.  Satisfactory: The performance/quality of service was sufficient for the satisfactory completion of the deployment.  Very good: The performance/quality of service was of a higher standard than expected and resulted in a fully satisfactory completion of the tasks given to the standby personnel.  Exceptional: The rating should be reserved for standby personnel whose performance/quality of service was of an exceptional degree, and therefore considered worthy of special note.   1. It is essential to bear in mind that the performance/quality of service should be evaluated in terms of the objectives and requirements of the deployment for which s/he was engaged. 2. The completed form with signatures should be submitted to the UN Agencies HQ SBPP Focal Points, the relevant Standby Partner and to the standby personnel. |