

REPORT ANNUAL APPRAISAL

1. REPORT DETAILS

1. 1. *Period*

Reporting period: from: to:

1. 2. *Reporting officers*

Reporting officer 1

Name, first name:	
Institution:	
Function:	

Reporting officer 2

Name, first name:	
Institution:	
Function:	

2. PERSONAL DATA OF THE APPRAISEE

Name, first name:	
Cat. + Grade:	
Staff number:	

3. OVERALL PURPOSE, FUNCTIONS AND DUTIES

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4. PLANNED OBJECTIVES FOR THE REFERENCE PERIOD

4.1. *Objectives in relation to the agency's annual work programme*

Agreed objectives in order of priority
Assessment criteria

4.2. *Personal development Goals*

Agreed objectives in order of priority
Assessment criteria

5. SELF ASSESSMENT

To be completed during/at the end of the reporting period and in any case within 5 working days of one or both reporting officer(s)' request.

5.1. *Achievements of objectives*

List your main achievements; if you faced difficulties, describe them and propose changes to improve the situation.

5.2. Personal development

Which competencies/aspects of conduct would you like to develop for your current job?

6. APPRAISAL

6.1. Efficiency

General ability to carry out the task and achieve the objectives of the Agency's Director, as these have been laid down in the founding regulation

Criteria	Comments and assessment*

Initials of the reporting officers and the Director

* Level: Outstanding, Very good, Good, Sufficient, Poor, Insufficient

6.2. Competencies

6.2.1. Task management, decision making

Criteria:	Comments and assessment

6.2.2. People management

Criteria:	Comments and assessment

6.2.3. Information and communication

Criteria:	Comments and assessment

6.3. Aspects of conduct

Working with others, service culture, personal commitment, dealing with conflicts.

Criteria:	Comments and assessment

6.4. Overall Summary

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7. APPROVAL

7.1. Reporting officers ' signature

Signature by Reporting Officer 1	Date

Signature by Reporting Officer 2	Date

Initials of the reporting officers and the Director

7.2. *Signature by the appraisee*

You may enter any comments you wish to make about your appraisal in the section below.

In case you disagree with the findings of this report you may appeal to the chairman of the board.

Comments (including request for appeal)

Signature by the appraisee	Date

8. *APPEAL PROCEDURE*

8.1. *Opinion of the Chairman of the Board in case of an appeal by the appraisee.*

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8.2.1. *Transmission of the report to the agency's administrative board*

Date of transmission
Opinion of the agency's administrative board

8.2.2. *Decision of the Chairman of the Board and signature*

Signature by the Chairman of the Board	Date

