**PERFORMANCE EVALUATION FORM FOR STANDBY STAFF**

|  |
| --- |
| **PART 1** - Basic Information(To be completed by the Supervisor) |
| **NAME (LAST, FIRST)** | **TITLE OF POST** | **DUTY STATION (Country)** | **SECONDING AGENCY** |

|  |  |
| --- | --- |
| **FUNCTION (a brief description of key tasks)** | **PERIOD OF ASSIGNMENT:****FROM:** **TO:**  |

|  |
| --- |
| **PART 2 - Key Assignments and Objectives of Deployment**(As stated in the terms of reference. To be completed by the Supervisor and the Standby Staff) |
| **Planned Key Assignments and Objectives\*** | **Self assessment and comments by Standby Staff on achievements, indicating if objectives were met** | **Evaluation and Comments by Supervisor** |
| (1) |  |  |
| (2)  |  |  |
| (3) |  |  |
| (4) |  |  |

|  |
| --- |
| **PART 3 Performance Evaluation** |
| **RATINGS** | **Unsatisfactory** | **Only Adequate** | **Satisfactory** | **Very Good** | **Exceptional** |
| **Technical competencies** (Job competence, technical know-how an understanding) | □ | □ | □ | □ | □ |
| **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) | □ | □ | □ | □ | □ |

\* To be completed upon the arrival of the Standby Staff.

**GENERAL COMMENTS on Staff’s overall performance:**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **RECOMMENDATION by Supervisor:** Standby Staff should be considered for: (tick one) |  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 Should NOT be considered for future deployments |
| Supervisor's name: Title: Signature: Date:  |

|  |
| --- |
| **PART 4** – **Standby Staff’s Review of Ratings/Assessment by the Supervisor** |
|  Agree with the above evaluation  |  Do not agree with the above evaluation |
| **GENERAL COMMENTS by the Standby Staff:**Comment, for example, on your overall performance and on any strengths, skills or qualities which you possess. |
| **COMPETENCY DEVELOPMENT AND TRAINING NEED:****Please indicate your need ( if any) for further job-related training:** |
| Standby Staff’s Initials: Date:  |

|  |
| --- |
| Instructions And Guidelines1. The following guidelines should be used in evaluation the Standby Staff’s performance. They are aimed at ensuring consistent application of evaluation rating by the evaluating officers:

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 Staff.Exceptional: The rating should be reserved for Standby Staff whose performance/quality of service was of an exceptional degree, and therefore considered worthy of special note.1. Part 1 and Part 2 of the form should be completed upon arrival of the Standby Staff. The remaining parts should be completed before the departure of the Standby Staff.
2. 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.
3. The completed form with signatures should be submitted to Standby Arrangements/EMPOS Geneva and to the Standby Staff.
 |
|  |

**Once completed, kindly send it back to ECMS, Ms. Johanna Haener (Haener@unhcr.org)**

**and Ms. Isabelle Emmanuelli (emmanuel@unhcr.org)**