

Sample Staff Performance Appraisal Form

The Owners' Corporation of XXX Building

Part 1 Personal Particulars

Name of Appraisee	
Staff Number (if any)	
Post	
Section	
Date of Employment	/ / (dd / mm / yyyy)
Period under Review	From / /
	To / / (dd / mm / yyyy)

Part 2 Record of Assessment / Review

	Appraisee	Management Committee (MC) Member or Supervisor of the appraisee
Name		
Signature		
Post		
Date (dd / mm / yyyy)		

Part 3 Performance Assessment¹

	Rating (✓) (refer to guidelines on page 3)				
Attendance	5()	4()	3()	2()	1()
Job knowledge and skills	5()	4()	3()	2()	1()
Quality of work	5()	4()	3()	2()	1()
Initiative and motivation	5()	4()	3()	2()	1()
Team work	5()	4()	3()	2()	1()
General conduct	5()	4()	3()	2()	1()
Discipline	5()	4()	3()	2()	1()

Overall Performance Rating

Substantially exceeds job requirements	Exceeds job requirements	Meets job requirements	Partially meets job requirements	Does not meet most job requirements
5()	4()	3()	2()	1()

Special task taken up or commendation obtained by the appraisee during the appraisal period (to be filled by the MC member / Supervisor)

Overall comments on performance (to be filled by the MC member / Supervisor)

¹ The assessment aspects listed in the table are for illustration purposes only. The MC should draw up the assessment aspects, based on the nature and requirement of the post, before conducting the performance appraisal.

<p style="text-align: center;">Assessment Areas</p>	<p style="text-align: center;">Rating Guidelines (for reference only, the MC should develop the ratings based on the staff performance requirements)</p>
<p>1. Attendance</p>	<p>5 = No late for work or absence record, willing to take urgent duty at short notice</p> <p>4 = No late for work or absence record during the appraisal period</p> <p>3 = Less than 3 times of late for work or absence record during the appraisal period</p> <p>2 = 3 times of late for work or absence record during the appraisal period</p> <p>1 = More than 3 times of late for work or absence record during the appraisal period</p>
<p>2. Job knowledge and skills</p>	<p>5 = Substantially exceeds job requirements</p> <p>4 = Exceeds job requirements</p> <p>3 = Meets job requirements</p> <p>2 = Partially meets job requirements</p> <p>1 = Does not meet most job requirements</p>
<p>3. Quality of work</p>	
<p>4. Initiative and motivation</p>	
<p>5. Team work</p>	
<p>6. General conduct</p>	
<p>7. Discipline</p>	<p>5 = No disciplinary record, always follow supervisor's and working instructions</p> <p>4 = No disciplinary record</p> <p>3 = Less than 3 times of disciplinary record</p> <p>2 = 3 times of disciplinary record</p> <p>1 = More than 3 times of disciplinary record</p>