**Format of the 2020 Annual Performance Review (by Supervisors)**

**SECTION I.**

**In this section,**

1. Reflect on the performance review questions below; select your responses from the options provided.
2. Assess the IPSA Holder’s proficiency in the competencies; select your responses from the options provided. Detailed information on the competency proficiency levels and indicators linked to position grades can be found [here](https://intranet.undp.org/unit/ohr/pmd/Shared%20Documents/PMD_UNDP_%20CORE_COMPETENCY_FRAMEWORK.pdf).

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| **1. Performance questionnaire** |  |
| |  | | --- | | **FOR ALL PERSONNEL**  **Did the IPSA Holder consistently achieve objectives and fulfill key functions and responsibilities effectively?** | |  |

|  |  |  |
| --- | --- | --- |
| Always  Most of the time  Occasionally  Hardly ever  Never |  | |
| |  | | --- | | **Did the IPSA Holder demonstrate high productivity and quality of work?** | |  | | |  |

|  |  |  |
| --- | --- | --- |
| Always  Most of the time  Occasionally  Hardly ever  Never |  | |
| |  | | --- | | **Did the IPSA Holder demonstrate initiative, strive for excellence and continuous development?** | |  | | |  |

|  |  |  |
| --- | --- | --- |
| Always  Most of the time  Occasionally  Hardly ever  Never |  | |
| |  |  |  | | --- | --- | --- | | |  | | --- | | **Did the IPSA Holder demonstrate the highest standards of ethics and integrity in his/her work and professional interactions?** | |  |  |  |  | | --- | --- | | Always  Most of the time  Occasionally  Hardly ever  Never |  |  |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **Did the IPSA Holder demonstrate capabilities and performance beyond those required in the current role and level?** | |  | |  |  |  |  | | --- | --- | | Always  Most of the time  Occasionally  Hardly ever  Never |  |  |  | | --- | | **Does the IPSA Holder have development needs to be fully successful in the current role?** | | |  |

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| --- | --- | --- |
| Yes, many  Some  No |  | |
| |  | | --- | | **Is the IPSA Holder at risk of low performance?** | |  | | |  |

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| --- | --- | --- |
| Yes  Somewhat  No |  | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **FOR PERSONNEL IN SUPERVISORY ROLES (additional question):**   |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **Was the IPSA Holder successful in managing their team? (reflect on the criteria in the mandatory Effective People Management goal)** | |  | |  |  |  |  | | --- | --- | | Always  Most of the time  Occasionally  Hardly ever  Never |  |   **Supervisor comments on performance questionnaire (optional):** | | |  |

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| --- | --- | --- | --- |
| **2. Competencies questionnaire**   |  | | --- | | **Application of Technical Competencies: Evidence that relevant technical knowledge and skills are applied effectively in fulfilling the requirements of the job** | | |  |
| Proficiency above the level of the job  Proficiency at the level of the job  Proficiency below the level of the job |  | |
| |  | | --- | | **Communication and Relations Management: Ability to listen, adapt, persuade and transform** | |  | | |  |

|  |  |  |
| --- | --- | --- |
| Proficiency above the level of the job  Proficiency at the level of the job  Proficiency below the level of the job |  | |
| |  | | --- | | **Delivery: Ability to get things done while exercising good judgement** | |  | | |  |

|  |  |  |
| --- | --- | --- |
| Proficiency above the level of the job  Proficiency at the level of the job  Proficiency below the level of the job |  | |
| |  | | --- | | **Innovation: Ability to make new and useful ideas work** | |  | | |  |

|  |  |  |
| --- | --- | --- |
| Proficiency above the level of the job  Proficiency at the level of the job  Proficiency below the level of the job |  | |
| |  | | --- | | **Leadership: Ability to persuade others to follow** | |  | | |  |

|  |  |  |
| --- | --- | --- |
| Proficiency above the level of the job  Proficiency at the level of the job  Proficiency below the level of the job |  | |
| |  | | --- | | **People Management: Ability to improve performance and satisfaction** | |  | | |  |

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| --- |
| Proficiency above the level of the job  Proficiency at the level of the job  Proficiency below the level of the job |

**Supervisor comments on competencies questionnaire (optional):**

**SECTION II.**

**In this section,**

1. Based on your review, indicate if the IPSA Holder’s performance was fully satisfactory or not fully satisfactory.
2. Provide more detailed comments on the IPSA Holder’s performance. Include clarifications, as needed, on your responses above. Mention any special achievements, impact, examples of exceptional work, or, on the contrary, examples of performance below expected standards.

**Overall assessment and comments**

**Manager (select one):**

* 1. Fully Satisfactory
  2. Not fully satisfactory

**Manager Comments:**