



## Performance review form for Short-term staff<sup>1</sup> with contracts of less than eleven months

Name of staff member:	Duty Station:	Cluster/Region:
Contract period:	Staff Number:	Department:
Title:		Unit:

**A. Achievement report against Terms of Reference (TOR – to be attached by Staff Member.)**

**To be completed by the first-level supervisor**

**A1. Assessment**

TOR have been:

- fully achieved
- partly achieved
- not achieved

**B. Overall assessment of staff member's performance:**

**To be completed by the first-level supervisor**

**B1. Overall assessment (may include attitudinal issues or competencies such as creativity and innovation, flexibility, problem solving abilities, team work, persistence towards achieving goals, interpersonal skills and facilitative roles in cross-departmental/cluster collaboration):**

WHO 852 E HRS/POL 3000

**B2. The overall performance of the staff member: (tick appropriate box)**

- 4) exceeds expectations
- 3) meets all expectations
- 2) meets most expectations
- 1) falls below expectations

I have discussed this review with the staff member on \_\_\_\_\_ (dd/mm)

Date: \_\_\_\_\_ Supervisor's signature:.....

<sup>1</sup> As of 1 July 2002, short-term contracts will be included under temporary appointments. There will be two categories of temporary appointment: "short-term appointments" and "term-limited appointments."



To be completed by the second-level supervisor.

B3. Comments (if any) by the second-level supervisor as appropriate.

Date: Second-level supervisor 's signature: .....

**C. Comments on performance review:**

C1. Comments (if any) by the staff member at the end of the review period.

- I have seen the comments by my supervisor/second-level supervisor. I have no comments to add.
- I have seen the comments made by my supervisor/second-level supervisor and I have the following comments to add (attach additional pages if needed):

Date: Staff member's signature:.....

**Reserved for administration:**

Seen by Cluster / Regional Personnel Officer: ..... (initials) Date: