Short mission performance review

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| Employee Name: |  | Job Title: |  |
| Country/Operation: |  |
| First line technical reporting: |  | Reporting line on security and institutional issues: |  |
| Second line technical reporting: |  | Technical support: |  |
| Review period: |  | Review date: |  |

# SECTION 1.1 – Objectives/Key Activities

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| Objectives/Key Activities | Results achieved |
| Based on ToR: Identification of key partners; assessment; coordination of program implementation; planning and strategy development; application of standards; monitoring and reporting; information management; representation, advocacy and resource mobilization; training and capacity building of national authorities and civil society; evaluation. |  |
| Overall rating for objectives/key activities | 4 3 2 1 |
| Rating categories:4: Exceeded expectations 3: Fully achieved expectations 2: Partially achieved expectations1: Unsatisfactory |

# SECTION 1.2 – Feedback on Competencies (max. 8)

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| --- | --- | --- |
| Competencies | Applicable | Assessment |
| **ROLE MODEL** |  |  |
| Accountability | [ ]  |  4 3 2 1 |
| Diversity | [ ]  | 4 3 2 1 |
| Integrity | [ ]  | 4 3 2 1 |
| Professionalism | [ ]  | 4 3 2 1 |
| COLLABORATION |  |  |
| Building trust | [ ]  | 4 3 2 1 |
| Empowering others | [ ]  | 4 3 2 1 |
| National Society Relations | [ ]  | 4 3 2 1 |
| Teamwork | [ ]  | 4 3 2 1 |
| ACHIEVEMENT |  |  |
| Communication | [ ]  | 4 3 2 1 |
| Innovation | [ ]  | 4 3 2 1 |
| Judgement – Decision-making | [ ]  | 4 3 2 1 |
| Managing performance | [ ]  | 4 3 2 1 |
| LEADERSHIP |  |  |
| Building alliances | [ ]  | 4 3 2 1 |
| Influencing | [ ]  | 4 3 2 1 |
| Inspiration | [ ]  | 4 3 2 1 |
| Strategic orientation | [ ]  | 4 3 2 1 |
| Overall assessment for competencies (total rating/number of competencies) |  |  **4 3 2 1** |
| Assessment categories:**4: Exceeded expectations 3: Fully achieved expectations 2: Partially achieved expectations1: Unsatisfactory**  |

# SECTION 1.3 – Supervisor’s comments

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| Supervisor’s comments on overall assessment on objectives and competencies (please justify any extreme ratings given) |
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# SECTION 2 – Employee’s comments

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# SECTION 3 – Second line manager comments (optional)

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| Employee: |  | Supervisor: |  | Second line supervisor (optional): |
|  |  |  |  |  |
| Date: |  | Date: |  | Date: |