# Annex XII

Short mission performance review

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| --- | --- | --- | --- |
| Staff member’s name |  | Job title |  |
| Technical manager |  | Job title |  |
| Manager’s name |  | Job title |  |
| Country of mission |  | Mission type |  |
| Mission period |  | Review date |  |

# SECTION I – Objectives/Key Activities

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| --- | --- | --- |
| Objectives/Key Activities | Results achieved | |
| **1:fleet control**  **2:manage team budget**  **3:IT and Telecommunication**  **4:logistics for ERU equipment** | **1:fully achieved expectations**  **2:fully achieved expectations**  **3:partially achieved expectations**  **4:partially achieved expectations** | |
| Overall rating for objectives/key activities | | 4 3 2 1 |
| Rating categories:  **4**: Exceeded expectations  **3**: Fully achieved expectations  **2**: Partially achieved expectations **1**: Unsatisfactory | | |

# SECTION II – Feedback on Competencies

|  |  |  |
| --- | --- | --- |
| Competencies | Applicable | Assessment |
| National society relations | □ | 4 3 2 1 |
| Building trust | □ | 4 3 2 1 |
| Managing performance | □ | 4 3 2 1 |
| Teamwork | □ | 4 3 2 1 |
| Communication | □ | 4 3 2 1 |
| Professionalism | □ | 4 3 2 1 |
| Empowering others | □ | 4 3 2 1 |
| Diversity | □ | 4 3 2 1 |
| Judgement – Decision-making | □ | 4 3 2 1 |
| Overall assessment for competencies  (total rating/number of competencies) | |  |
| Assessment categories:  **4**: Exceeded expectations  **3**: Fully achieved expectations  **2**: Partially achieved expectations **1**: Unsatisfactory | |

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| Manager’s comments on overall assessment on competencies (please justify any extreme ratings given) |
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# SECTION III – Staff member’s comments

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# SECTION IV – Signatures

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| Delegate: |  | Manager: |  | Second line manager: |
|  |  |  |  |  |
| Date: |  | Date: |  | Date: |

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