

EMPLOYEE NAME: _____

POSITION TITLE: _____

SUPERVISOR: _____

APPRAISAL PERIOD: _____

- A** **Exceeds the Expectations by far:** demonstrate excellent knowledge of the professional field. The achievement exceeded the expectations/ objectives by far.
- B** **Above Expectations:** demonstrate reliable knowledge of the role and professional area and is capable to carry out all their duties which is outlined on the job description.
- C** **Meets Expectations:** The basic knowledge of the professional area is available. The performance of job responsibilities is carried out well.
- D** **Needs Improvement:** The knowledge of the professional area is not sufficient to perform the job responsibilities in a satisfied way. The performance of the job responsibilities demonstrates deficits.

Performance Objectives	Rating		Comments
	Self= Appraisal	Supervisor= Appraisal	
Management <ul style="list-style-type: none"> • Direct and manage BF • Define goals for BF and each project • Effectively communicate project expectation • Delegate tasks and responsibilities to team members • Identify and resolve conflicts • Determine and track milestones and deliverables • Coach, mentor and motivate staff • Introduce projects to the public (community, schools, principals, donors) 			
Budgeting <ul style="list-style-type: none"> • Proper and timely budgeting • Presentation to project stakeholders 			

Recruiting <ul style="list-style-type: none"> • Determine need of additional staff • Advertise vacant positions • Conduct interviews • Orient and induct new staff 			
Fundraising <ul style="list-style-type: none"> • Generate new donor relationships and maintain current ones • Make utilization statements and submit to donors • Organize events and activities, which help to raise the funds 			

Soft Skills	Rating		Comments
	Self= Appraisal	Supervisor= Appraisal	
Communication <ul style="list-style-type: none"> • Communicates clearly and concisely in oral and written form. • Has good listening skills. 			
Initiative <ul style="list-style-type: none"> • Demonstrates independent action and resourcefulness on the job. • Performs duties in an acceptable manner and with minimal supervision. 			
Empathy <ul style="list-style-type: none"> • Demonstrates the ability to emphasize someone's emotions and feelings. 			
Taking Criticism <ul style="list-style-type: none"> • Demonstrates the ability to taking criticism, which is formulated objectively and is even justified. 			
Teamwork <ul style="list-style-type: none"> • Demonstrates collaboration with coXworkers. • Achieves goals by cooperating and making use of different skill sets. 			

Success Factor	Supervisor	Comments
<p>Student Awareness</p> <ul style="list-style-type: none"> • Make students aware of their career opportunities based on their interests and skill. • Encourage them to choose the appropriate career path and guidance them while showing students how they can achieve their careerX goal. 		
<p>Skill and Ability Development</p> <ul style="list-style-type: none"> • Equip students with all those important hard and soft skills which are required to acquire a good job. 		
<p>Support and Motivation</p> <ul style="list-style-type: none"> • Provide support and motivation that students achieve their vision. 		
<p>Mentoring</p> <ul style="list-style-type: none"> • Ensure that the adolescence get exposure to different professions. • Establish a connection between the student and a mentor of student's chosen field. 		