

CONFIDENTIAL

Annual Performance Planning and Appraisal Form

(for the period ending 31st December, _____)

I. Performance Goals (1st Quarter of the Year)
(Ref.10.1.1. of Article 10 of Staff Regulations)

Relative to directly contributing to or supporting the achievement of ECI goals and objectives

INITIALS

	Reporting Officer	Counter-signing Officer
Excellent 10.3.1		
Very Good 10.3.2		
Good 10.3.3		
Unsatisfactory 10.3.4		

II. Performance Assessment & Review (Last Quarter of the Year)
(Ref 10.1.2 of Article 10 of Staff Regulations)

Relative to the performance of ECI goals agreed upon:

Excellent 10.3.1		
Very Good 10.3.2		
Good 10.3.3		
Unsatisfactory 10.3.4		

Performance Over-All (Whole Year)

(Ref. 10.1.1 of Article 10 of Staff Regulations)

Relative to (a) performance goals; (b) areas of strength and (c) areas of performance:

Initials:

	Reporting Officer	Counter-signing Officer
Excellent 10.3.1	[] []	[] []
Very Good 10.3.2	[] []	[] []
Good 10.3.3	[] []	[] []
Unsatisfactory 10.3.4	[] []	[] []

Signatures of Reporting Officer:

Signatures of Counter-Signing Officer:

President, ECI