

Efficiency

What were the main achievements/outputs of the jobholder during the reporting period, in relation to his/her objectives? What was their impact? Please elaborate on the quality of these results taking into account any performance indicators, the circumstances and the context. In this framework, please assess the jobholder's performance in the following areas:

- Delivering quality and results (in particular through the use of specialist knowledge or technical qualifications)
- Analysis and problem-solving
- Prioritising and organising

If significant goals were not achieved, what could have been done differently?

For staff exercising managerial duties, in addition please focus on how the jobholder set objectives and distributed/monitored work within the team so as to deliver timely and effectively on operational challenges.

Qualitative assessment of the period by the reporting officer: "XY is a hard worker and is persistent in delivering quality results."

Ability

During the reporting period, how did the jobholder demonstrate his/her competencies in the following areas:

- Communication and negotiation, including discussion steering
- Resilience, as well as other aspects of self-management (e.g. adaptability, development)

Comments by the jobholder on the qualitative appraisal

Qualitative assessment of the period by the reporting officer: "S/he has an excellent knowledge of the Financial Regulation and Implementing Rules."

Conduct

During the reporting period, how did the jobholder behave in the following areas:

- Interpersonal management: did the jobholder work cooperatively with the hierarchy/stakeholders/colleagues, where applicable across organisation boundaries?
- Ethics, rights and obligations: did the jobholder perform his/her tasks in line with the rules and standards that govern the staff members' professional lives?

For staff exercising managerial duties, in addition please elaborate on the cooperation of the jobholder with his/her team members.

Qualitative assessment of the period by the reporting officer: "S/he has an open and straight forward communication style."

Use of Languages

What languages does the jobholder use at work? What is the level of competence? Is one of them a mother tongue? [More information on the Common European Framework of Reference for Languages](#)

Qualitative assessment of the period by the reporting officer: "XY makes effective use of his/her extensive linguistic skills, orally as well as in writing."

Level of responsibilities

- What type of responsibility was taken on by the jobholder during the reference period: staff management, project/process management, planning, coordination, negotiation etc.?

- What was the level of responsibility: sensitive or common projects/processes, autonomous management or execution tasks, etc.?

Please provide concrete examples based on the main achievements.

Qualitative assessment of the period by the reporting officer: "The responsibilities assigned to XY correspond with his/her skills and competencies."

General comment / Dialogue

What key message would you like to pass, in one sentence?

- Is there anything else that you would find essential to add, which has not been covered by the other sections of the report?

General comment (optional): "XY is a hard-working, competent and engaged colleague, who contributes actively to the results of the unit"