

Appendix 6.1 – Key Elements of RSS Performance Report

1. The RSS performance report should contain the following key elements:
 - List of the main responsibilities and activities of the concerned RSS (normally not more than ten items to be listed)
 - Appraising officer's assessment
 - Assessment of the main responsibilities and activities of the concerned RSS
 - (i) **A** - Outstanding performance, far exceeds requirements
 - (ii) **B** - More than meets requirements, achieving consistently more than what is expected of that particular objective/responsibility in quality and quantity
 - (iii) **C** - Fully meets requirements, achieving in full and occasionally above the requirements in quality and quantity
 - (iv) **D** - Meets the lowest requirements, with some room for improvement
 - (v) **E** - Lowest requirements not met in full, and performance occasionally fallen short of the required standard in terms of quality or quantity or both
 - (vi) **F** - Lowest requirements not met; there have been serious performance deficiencies
 - Overall performance grade¹
 - (i) **Outstanding**, distinguished from others in excellence, markedly superior than the rest)
 - (ii) **Very effective** performance which more than meets requirements consistently
 - (iii) **Effective** performance which fully meets requirements, and occasionally exceeds such requirements
 - (iv) **Moderate** performance which only meets the lowest acceptable standard with room for improvement
 - (v) **Unsatisfactory** performance with much room for improvement
 - (vi) **Poor** performance which falls seriously short of requirements
 - Recommendation on the granting, stoppage or deferment of increment, and/or granting of end-of-contract gratuity

¹ The Consultant shall ensure that the overall performance grades of all RSS performance reports completed by appraising officers should strictly follow the yardstick.

- Countersigning officer's assessment
 - Agreement with the appraising officer's assessment or not
 - Further views on the appraisee's performance
 - Overall performance grade² (if not agreeing with the appraising officer's assessment)
 - (vii) **Outstanding**, distinguished from others in excellence, markedly superior than the rest)
 - (viii) **Very effective** performance which more than meets requirements consistently
 - (ix) **Effective** performance which fully meets requirements, and occasionally exceeds such requirements
 - (x) **Moderate** performance which only meets the lowest acceptable standard with room for improvement
 - (xi) **Unsatisfactory** performance with much room for improvement
 - (xii) **Poor** performance which falls seriously short of requirements
 - Any follow-up action required
 - Agreement with the appraising officer's recommendation on the granting, stoppage or deferment of increment, and/or granting of end-of-contract gratuity
- Record of appraisal interview
 - Any appeal from RSS on the assessments made by the appraising officer / countersigning officer
- Period and nature of leave lasting one month or more during appraisal period (with dates)

² The Consultant shall ensure that the overall performance grades of all RSS performance reports completed by appraising officers should strictly follow the yardstick