**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

1. **A** - Outstanding performance, far exceeds requirements
2. **B** - More than meets requirements, achieving consistently more than what is expected of that particular objective/responsibility in quality and quantity
3. **C** - Fully meets requirements, achieving in full and occasionally above the requirements in quality and quantity
4. **D** - Meets the lowest requirements, with some room for improvement
5. **E** - Lowest requirements not met in full, and performance occasionally fallen short of the required standard in terms of quality or quantity or both
6. **F** - Lowest requirements not met; there have been serious performance deficiencies
   * Overall performance grade[[1]](#footnote-1)
7. **Outstanding**, distinguished from others in excellence, markedly superior than the rest)
8. **Very effective** performance which more than meets requirements consistently
9. **Effective** performance which fully meets requirements, and occasionally exceeds such requirements
10. **Moderate** performance which only meets the lowest acceptable standard with room for improvement
11. **Unsatisfactory** performance with much room for improvement
12. **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

* Countersigning officer’s assessment
  + Agreement with the appraising officer’s assessment or not
  + Further views on the appraisee’s performance
  + Overall performance grade[[2]](#footnote-2) (if not agreeing with the appraising officer’s assessment)

1. **Outstanding**, distinguished from others in excellence, markedly superior than the rest)
2. **Very effective** performance which more than meets requirements consistently
3. **Effective** performance which fully meets requirements, and occasionally exceeds such requirements
4. **Moderate** performance which only meets the lowest acceptable standard with room for improvement
5. **Unsatisfactory** performance with much room for improvement
6. **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)

1. The Consultant shall ensure that the overall performance grades of all RSS performance reports completed by appraising officers should strictly follow the yardstick. [↑](#footnote-ref-1)
2. The Consultant shall ensure that the overall performance grades of all RSS performance reports completed by appraising officers should strictly follow the yardstick [↑](#footnote-ref-2)