



INFOTECH SERVICES (HONG KONG) LIMITED

Contract Staff Performance Report

(For the period from _____ to _____)

Name of Staff : _____

Category : _____

Post Unit/Department : _____

Rating:

- (A) Outstanding - Exceptionally effective performance/service which far exceeds the requirements.
- (B) Very Good - Consistently high performance/service which is above the requirement in both quality and quantity.
- (C) Good - Fully meets or occasionally above the job/service requirements and expectation in terms of quality and quantity.
- (D) Moderate - Meets job/service requirements and expectation with lowest acceptable standard. There is room for improvement.
- (E) Less than Adequate - Performance/Service not up to the requirement in terms of quality and quantity but not far short. Regular advice and monitoring is required to improve the shortfalls.
- (F) Unsatisfactory - Work targets and requirements not achieved with definite performance/service deficiencies. Performance/service is definitely not acceptable.
- (NA) - Not applicable

**Please circle the appropriate rating for each assessment item if the performance report is handled manually.*

1. General	Rating						
1.1 Initiative and drive	A	B	C	D	E	F	NA
1.2 Leadership	A	B	C	D	E	F	NA
1.3 Problem analysis and decision making	A	B	C	D	E	F	NA
1.4 Communication skills	A	B	C	D	E	F	NA
1.5 Liaison and networking	A	B	C	D	E	F	NA
1.6 Stress and crisis management	A	B	C	D	E	F	NA



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2. Professional Performance	Rating						
2.1 IT professional/technical knowledge and ethics	A	B	C	D	E	F	NA
2.2 Quality management	A	B	C	D	E	F	NA
2.3 Project management	A	B	C	D	E	F	NA
2.4 Resource and staff management	A	B	C	D	E	F	NA
2.5 Ability to comply with standards	A	B	C	D	E	F	NA
2.6 Completion of major tasks/milestones/deliverables on schedule	A	B	C	D	E	F	NA
2.7 Quality of assignment deliverables	A	B	C	D	E	F	NA

3. Overall Assessment ^(Note 1)	Rating ^(Note 2)					
3.1 How would you rate the staff's overall performance/service in undertaking assignments?	A	B	C	D	E	F

Note

1. There should be a direct correlation between the ratings on individual aspects of performance/service and the overall grading. For example, a T-contract staff who fully meets the requirements on most items of assessment (e.g. scoring "C" in individual items) should be graded "C" in overall grading.
2. If overall grading of "E" or below is given under Item 3.1, further details must be provided in the column of overall comments below to substantiate the assessment.

Overall Comments (if any) -

Reporting officer:

Countersigning officer:

Signature : _____

Name : _____
(Reporting Officer)

_____ (Countersigning Officer)

Designation : _____

Date : _____

Remarks:

The information provided above will be used for contract administration, contract staff service engagement and personnel management related purposes. It may be disclosed to authorized persons of bureaux/departments in processing the information related to the aforesaid purposes.