

## Annual Administrator Appraisal – Template

### Standard information

Implementing organisation	Hope Danmark (UG) Ltd.
Project title or Programme	Children of Hope
Type of report	Annual Administrator appraisal
Period of reporting	
Date of report	
Report writer	
Report approved by	

### Identification of the staff

Name of the staff	
Position of the staff	
Year of employment	
Name of the appraiser	

### Guide

In the assessment column use the following scores: Below Average, Average, Satisfactory or Excellent.
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### Staff appraisal

Parameters	Description – explain the situation using words	Assessment
Overall performance of the staff member		
How has the staff member performed during the year?		
Knowledge of the job given		
Does the staff understand his/hers job description and the demands of the job?		
Does the staff understand the relationship between the objectives of the programme and the individual job task?		
Sense of responsibility		
Are reports submitted timely and is there a sense of details in the report?		
Is the staff able to work with minimum supervision?		
Methodology of work		
How does the staff apply his/hers educational background in the work?		
Does the staff follow guidelines?		
Does the staff come up with solutions to challenges?		
Level of commitment		
Is the staff committed to his/hers job?		

Does the staff carries out any tasks outside the job description but related to the job?		
Team work		
How does the staff relate to other staff members?		
Does the staff assist other staff members in carrying out activities?		
Does the staff come up with solutions to challenges?		
How does the staff fit into a self-managed team?		
Improvements made during the year		
Describe how the staff has improved his/hers performance?		
Potential areas of growth		
How can the staff be supported to grow in his/hers job?		

Job task - appraisal

Specific job task	Below Average	Average	Satisfactory	Excellent
Communication and coordination				
Policies updated and used				
Running of staff meetings				
Quarterly status reports				
Annual child progress report				
Payments are updated in HYS				
Donor database is up to date				
Health check-ups - planning, implementation, HC forms uploaded				
Accountability – petty cash and ledger				
Accountability – monthly, quarterly, annual				
Budget planning and updating				

Recommendations

<p>In the recommendation include at least the following two points:</p> <ol style="list-style-type: none"> <li>1. What are the recommendations for the staff to improve his/hers performance?</li> <li>2. What are the recommendations for CoH in regards to the staff member?</li> </ol>
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