# Performance Appraisal Form for CSO Staff[[1]](#footnote-2)

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| --- | --- | --- | --- | --- | --- | --- |
| Section 1 | | | | | | |
| Staff Information | | | | | | |
| Name of Staff | |  | | | | |
| Position | |  | | | | |
| Department | |  | | | | |
| Length of time in position | |  | | | | |
| Appraisal period | |  | | | | |
| Date of appraisal | |  | | | | |
| Supervisor Information | |  | | | | |
| Name of Supervisor | |  | | | | |
| Length of time you have supervised staff | |  | | | | |
| Section 2 | | | | | | |
| Performance Appraisal | | | | | | |
| Agree with your Supervisor on not more than 5 objectives to focus on during the period. Your performance on set objectives will be assessed/ rated as follows:  Achieved – 3 points  Partly achieved – 2 points  Not achieved – 1 point | | | | | | |
| Objectives/ key activities during the period | | | | | Rating | |
| Objective 1: | | | | |  | |
| Objective 2: | | | | |  | |
| Objective 3: | | | | |  | |
| Objective 4: Safeguarding  (Tick the correct answer) | | | | |  | |
|  | | | | | | |
| Do you understand the requirements of the Code of Conduct? | | | | Yes | Partly | No |
| Mention some behaviours that you think promote safeguarding? | | | | | | |
| What have you done to promote a safer culture in your organisation/ project? | | | | | | |
| Have you completed the annual mandatory safeguarding training? | | | | Yes | Partly | No |
| Are there any areas that you do not understand? | | | | | | |
| Mention 3 things you have done during this period to integrate safeguarding in your work. | | | | | | |
| Supervisor’s Comments | | | | | | |
| Overall assessment/ rating of the staff performance during the review period:  The staff meets the requirements of the role:  The staff partly meets the requirements of the role:  The staff does not meet the requirements of the role: | | | | | | |
| Section 3 | | | | | | |
| Recommendations/Development Plan | | | | | | |
| Section 4 | | | | | | |
| **Overall Comments and Signatures** | | | | | | |
| **Staff comments:** | | | **Supervisor’s comments:** | | | | |
| Staff signature: |  | | Supervisor’s signature: | | | | |
| Date: |  | | Date: | | | | |

**References**

HR Manual – A Manual for Managing Human Resources, CHS Alliance 2015

<https://www.chsalliance.org/get-support/resource/hr-manual/>

Performance Evaluation Form Template developed by Action Against Hunger

<https://nigeria.safeguardingsupporthub.org/documents/safeguarding-sensitive-human-resource-and-organisational-systems>

1. Additional Safeguarding objectives may be included for specific roles in the CSO. [↑](#footnote-ref-2)