

South Tuen Mun Government Secondary School
BAFS_Management
Performance Dimensions

Name: _____ (_____)

A. Your own personal goals (measurable and specific):

- 1) _____
- 2) _____
- 3) _____

B. Establish 10 Performance Dimensions/standard:

- 1) **Attendance**: 90% attendance rate, no more than 15 mins late for all meetings
- 2) **Responsibility**: Complete all tasks assigned on time
- 3) **Department Contribution**: perform assigned role according to job description
- 4) **Quality of work**: must complete a certain amount of work, Work being accepted by department
- 5) **Timeliness of work** : Timely delivery of work according to schedules
- 6) **Productive Work Habits** : overall work style which is effective: always on time and no lateness
- 7) **Self-Reliance**: autonomy, produce work without extensive supervision
- 8) **Adding skills and capabilities**: continuous adding new ideas/skills to the department
- 9) **Use of efficiency**: meet or exceed performance standard or deadlines
- 10) **Attitude and behavior**: willing to accept responsibility and suggesting new ideas

Evaluation / Appraisal methods

(attendance/contribution: team based, performance based/work submitted: finished products)

1) _____

2) _____

3) _____

4) _____

Appraisers: (Teacher advisor, CEO, immediate Superior: team leader)

1) _____

2) _____

3) _____

4) _____

Types of rewards:

(Extra bonus/ gifts/ company coupon / awards: best product design, sales / certificates / public recognitions)

1) _____

2) _____

3) _____

4) _____

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Name of Appraisee: _____ (_____)

Appraiser: _____

Relationship: _____

Performance Dimension	Rating				
	Very satisfactory (5)	Satisfactory (4)	Fair (3)	Unsatisfactory (2)	Very unsatisfactory (1)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10					
				Total:	