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| **UNITED NATIONS DEVELOPMENT PROGRAMME**  **2023 Annual Performance Review** |  |

1. **NAME OF STAFF MEMBER:**

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1. **DETAILS:**

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| JOB TITLE: |  |
| DEPARTMENT: |  |
| DUTY STATION: |  |
| GRADE: |  |

1. **NAME OF SUPERVISOR COMPLETING THE REVIEW:**

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1. **ANNUAL REVIEW STATEMENTS:**

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| STATEMENT OF ACHIEVEMENT BY SUPERVISEE: | |
| * *Provide your statement of achievement for the year* | |
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| SUPERVISOR: ANNUAL REVIEW STATEMENT | |
| * *Based on your review, indicate if the supervisee’s performance was ‘Meets performance expectations’ or ‘Does not meet performance expectations’.* * *Provide more detailed comments on the supervisee’s performance. Include clarifications, as needed, on your responses to questions in the performance or competency questionnaires. Mention any special achievements, impact, examples of exceptional work, or, on the contrary, examples of performance below expected standards.* | |
| OVERALL RATING: |  |
| COMMENTS: | |
| FINAL COMMENTS ON SUPERVISOR’S REVIEW | |
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**SIGNATURES:**

**SUPERVISEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SUPERVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **PERFORMANCE QUESTIONNAIRE:**

In this section,

1. Reflect on the supervisee’s performance during the year. Complete the performance questionnaire for all supervisees.
2. Reflect on the supervisee’s proficiency in relation to the applicable competencies. Complete the core competencies proficiency questionnaire for all supervisees. Answer additional questions for those in supervisory roles focusing on their proficiency in UNDP’s people management competencies.
3. Indicate if you are proposing this supervisee to receive a Certificate of Special Recognition for their performance this year in accordance with the UNDP policy on Performance Management and Development.
   1. **PERFORMANCE QUESTIONNAIRE FOR ALL PERSONNEL**
4. **During the period, did the supervisee achieve the agreed goals within the expected standards (e.g. quality, timeliness and quantity) for the role?**











1. **Supervisor comments on the performance questionnaire (Optional)**

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* 1. **CORE COMPETENCIES QUESTIONNAIRE FOR ALL PERSONNEL**

Please note that the following competencies have been aligned to the new [UNDP competency framework.](https://undp.sharepoint.com/teams/OHR-Portal/SitePages/PMD/UNDP-Competency-Framework.aspx)

From your perspective (either through personal experience or observations/feedback provided by others), how well does this colleague demonstrate the behaviors below? Please indicate your assessment using the scale provided.

1. **Achieve Results:** Focuses on achieving quality results and impact and consistently strives to meet or exceed excellence standards. Efficiently establishes appropriate plans and resources for self and/or others to accomplish goals and hold self and/or others accountable for results.











1. **Think Innovatively:** Looks beyond conventional approaches and established methods and proposes new ideas, approaches and solutions to problems. Seeks patterns and clarity outside boxes and categories while resisting false certainty and simplistic binary choices.











1. **Learn Continuously:** Actively pursues opportunities for learning and self-development professionally and personally. Keeps abreast of new developments in their own professional area. Proactively seeks feedback and demonstrates a desire to learn from others as well as from experiences, both positive and negative. Contributes to the learning of others.











1. **Adapt with Agility:** Displays the ability to be flexible in handling change, adopting new ideas, approaches, and ways of working and seamlessly adapt to working within new situations or contexts, with new people, and in different ways. Participates in, supports, contributes to, or drives meaningful change in UNDP. Is comfortable with ambiguity and effectively manages multiple demands.











1. **Act with Determination:** Pursues everything with motivation and drive and does not give up in the face of adversity and setbacks. Demonstrates resilience and composure, courage, self-motivation and initiative to act on opportunities without being prompted by others. Is authentic and modest and gets things done without unnecessary noise.











1. **Engage and Partner:** Acts in a way that demonstrates empathy and emotional intelligence, showing consideration for the needs and feelings of others. Also demonstrates and encourages teamwork and co-creation internally and externally to achieve joint objectives and results. Establishes and develops networks that deliver powerful collaborations. Encourages and respects the views of others and accepts views and ideas other than their own.











1. **Enable Diversity and Inclusion:** Treats all individuals with respect, considering ethical implications and responds sensitively to all differences among people. Displays an understanding that inclusion is multi-faceted (e.g., race, gender, age, disability, culture, etc.) and fully accepts and values all people, creating an inclusive environment. Understands and appreciates issues from the perspective of others, treats everyone fairly and equally and demonstrates honesty and transparency.











**Supervisor comments on the competency questionnaire (mandatory for the rating “Development Need” or “Significant Development Need”):**

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* 1. **PEOPLE MANAGEMENT COMPETENCIES FOR PERSONNEL IN SUPERVISORY ROLES**

This questionnaire covers pre-defined competencies and indicators as derived from the People Management Competencies in the UNDP Competency Framework. While conducting this review, you are encouraged to seek feedback from personnel supervised by this colleague. Please note that requesting feedback from others is optional and can be done at any time during the year, as appropriate.

From your perspective (either through personal experience or observations/feedback provided by others), how well does this colleague demonstrate the behaviors below? Please indicate your assessment using the scale provided.

**1. Effectively Solve Problems** - Demonstrates the ability to identify, raise and resolve organizational and people problems. Does not shy away from difficult conversations and engages in exchanges in a respectful and diplomatic manner. Takes decisions and action when and as needed. Addresses conflicts in a timely manner and does not allow conflicts in the team to linger. Helps others through difficult situations, tactfully addresses disagreements and finds appropriate solutions.











**2. Demonstrate Empathy and Emotional Intelligence** - Demonstrates genuine care for others. Enables the wellbeing of the team(s). Has the ability to read a group’s emotional current and power relationships, identify influencers, networks and organizational dynamics. Adapts leadership styles at the appropriate times. Sees the positive in people, situations and events.











**3. Motivate and Direct** - Creates and communicates a compelling vision and purpose. Aligns people and resources with organizational vision, strategy and objectives. Understands and proactively builds the team/organization culture.











**4. Build an Enabling Workplace** - Creates a working environment where people are engaged and want to do their best. Empowers and enables team members to perform and have a positive workplace experience. Promotes honesty, openness, trust and psychological safety and creates opportunities to innovate and learn. Demonstrates ability to recruit and promote individuals based upon objective measures and meritocracy. Has the ability to acknowledge and utilize the talent of others and encourage collective action and integration.











**5. Build Capability** - Identifies and develops talent in individuals and provides positive support to enable them to achieve their potential. Fosters learning or development of others by giving feedback, guidance, and support. Supports career development of others. Demonstrates willingness and ability to delegate in order to help people learn including from failure.











**6. Manage Performance and Ensure Accountability** - Holds regular conversations (e.g., monthly) with their direct reports about work. Provides positive and constructive feedback to staff. Discusses poor performance in a timely manner. Provides praise and recognition as well as ensuring accountability.











**7. Lead with Integrity** - Demonstrates humility. Is accessible and available to team members. Encourages debate and discussion and creates a culture where people feel comfortable to raise issues/concerns, challenge the status quo, and feel listened too. Gives credit for success to others and admits own shortcomings, as relevant.











**Supervisor comments on competencies questionnaire for personnel in a supervisory role (mandatory for ratings “significant development need” and “development need”):**

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* 1. **Certificate of Special Recognition**

Please indicate if you are proposing this supervisee to receive a Certificate of Special Recognition for their performance this year in accordance with the UNDP policy on Performance Management and Development.

*According to the UNDP Policy on Performance Management and Development (*[*link*](https://popp.undp.org/SitePages/POPPSubject.aspx?SBJID=363&Menu=BusinessUnit&Beta=0)*),*

* *Personnel with exceptional performance may receive a certificate of special recognition. Such certificates will be signed by the Head of Bureau/Office and uploaded to the on-line PMD tool by the Second Level Supervisor. For a supervisee to receive a certificate of special recognition, the supervisor’s recommendation must be endorsed by the Second Level Supervisor and approved by the Head of the Office.*
* *Supervisees are qualified to receive special recognition for consistently exceeding performance expectations throughout the year, or for a special achievement(s) or impact achieved.*
* *The supervisor should include into the annual performance review of such staff members examples of incidents where expectations were exceeded or of special achievements.*

Click here if you are proposing this supervisee to receive a Certificate of Special Recognition for their performance this year:

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Please provide a short description of why you nominate this supervisee to receive a Certificate of Special Recognition for this year.

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