

EUFORIA – 1 year evaluation for employees

- **Self-Appraisal:** You will probably need about half a day to fill in all parts of this evaluation. It might be best to do it in 2 times to allow for reflection time in between (2x2h).
- **Peer-Appraisal:** Ask for feedback from 1 or 2 staff/trainees who have worked with you over the past year. Make sure you obtain the feedback in time to read through it before your 1 year evaluation meeting.

Date:

Name evaluatee:

Color code for feedback from evaluators:

Name 1

Name 2

a) Rating scale performance appraisal

“Expectations” are the expectations that euforia as an organisation has for the corresponding roles and attitudes as a euforia staff or intern.

Performance Factors	Description	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Exceeds Expectations (4)	Clearly Outstanding (5)	Comments
GENERAL COMPETENCIES > LINKED TO OUR VALUES AND NECESSARY TO BLOOM IN OUR EUFORIC ENVIRONMENT							
Leadership qualities	Demonstrates ability and vision to see the big picture; pro-active; is resilient when faced with challenges; is an						

	active and creative problem solver						
Collaborates radically	Friendly, personable, projects positive attitude; establishes rapport with ease; able to influence without authority, shows empathy for others, is persuasive when striving for consensus						
Personal motivation / "I make the difference at euforia" feeling	Uses personal strengths to contribute to euforia and feels own position makes sense in relation to own motivations/values /vision						
Fun Factor	Comfortable with, and naturally contributes to, a working environment where laughter, friendship, and joy of living are as critical as ambition and results						
Project management / goal oriented	Capable of setting personal SMART objectives and of planning to ensure						

working attitude	results are produced; capable of setting the right priorities when faced with choices.						
euforic internal rules	Attends and positively contributes to meetings; respects internal rules and uses processes/procedures to support operational excellence						
FEEDBACK ON YOUR ROLES (INSERT YOUR ROLES)							
		(1)	(2)	(3)	(4)	(5)	
ROLE NAME	Role description (in a couple words)						
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LEAD LINK	Manage regular meetings; Establish objectives and deliverables and keep overview; Identify potential risks; Manage team						

	in coordination w. Talent development;						

General comments:

b) Your past year at euforia

- How did this year at euforia go?
- What were your biggest achievements?
- What were your biggest "oopses"? What did you learn from them?

- What do you like and dislike about working at euforia?

a. Like:

b. Dislike:

- What were your main missions during the past year and did you reach them?

	Not reache d	Partial ly Reach ed	Reach ed	Excee- ded	Comments
Main missions					
Secondary missions (replacements, side projects...)					

General comments:

c) Tasks evaluation and mapping

Detailed task & competency mapping (optional, fill in only if you are interested in doing this exercise)

Interest for the task	Accomplished Task	Knowledge	Capacities			
			Technical	Organizational	Relational	Conceptual
Indicate level of interest: ++ + - --	Eg: responsible for salaries (D)	Swiss laws relating to salaries, social contributions & retirement funds	Knowing how to use the program to establish salary sheets and online banking system	Good planning skills in order to have all necessary salary information in time for monthly salary payment (esp. with new staff)	Ensure good relations with accounting firm so that they have all necessary information and salaries are prepared on time.	Elaborating a global policy relating to salaries (different classes/types of employees) in relation with the global HR and talent policy.
	Use 1 line per task					

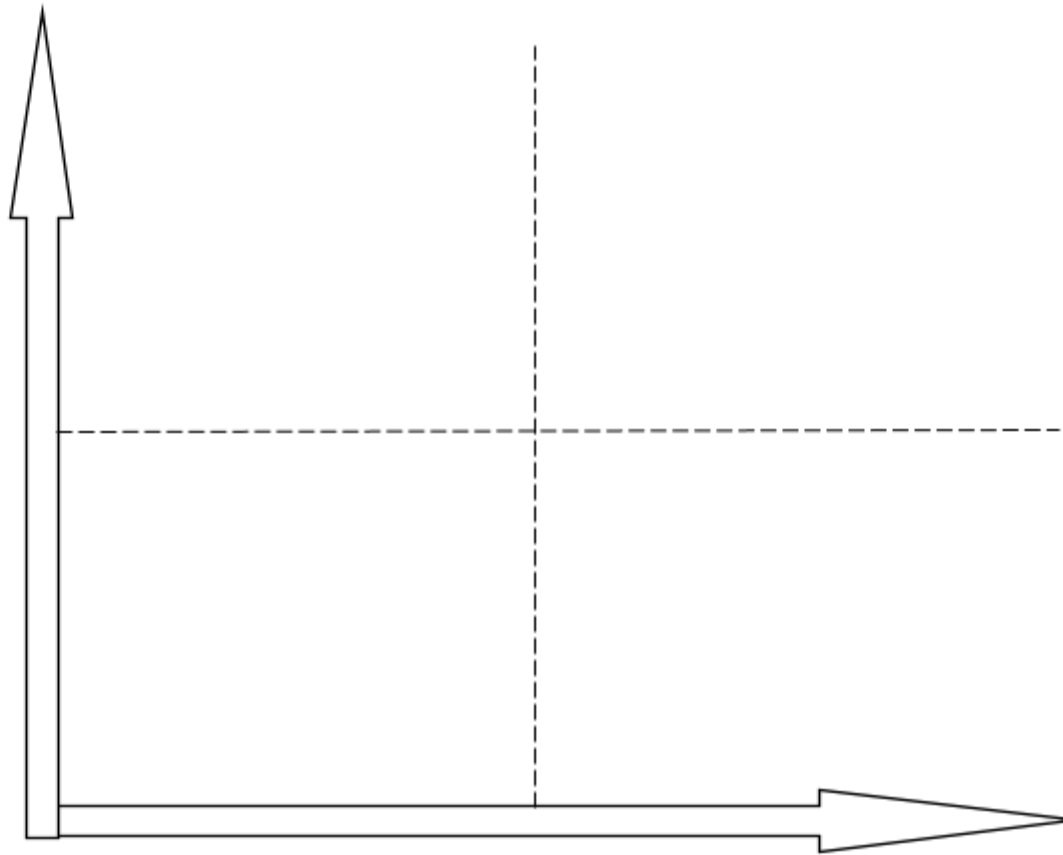
Positive aspects:

Negative aspects:

Level at which tasks are mastered (to put in parenthesis near the task): A= I accomplish the task, but I need to be supervised; B= I can fully autonomously accomplish the task; C= I can elaborate, innovate, transfer; D= I can supervise and train other colleagues.

General task/responsibility mapping

Instructions: Place your main tasks/responsibilities on the graph above according to your levels of enjoyment and competence (you will need to print this page out and do it the good old fashioned way with a pen).



Y : Level of Competence (Low to high)
X: Enjoyment of the task (Low to high)

Comments/Insights:

d) Your future at euforia

What action could be taken to improve your performance in your current position by you, and/or by euforia/colleagues?
Euforia/colleagues:

Me:

Long Term:

What kind of work or job would you like to be doing in 2 to 5 years time?

Short Term:

In light of your current capabilities, your performance against past objectives, and your future personal growth and/or job aspirations, what are the areas/activities that interest/motivate you now? How would you like to evolve professionally within euforia in the next year? Let's concretely define behavioral and professional objectives.

What sort of training/experiences would benefit you in the next year? Not just job-skills – also your natural strengths and personal passions you would like to develop – you and your work can benefit from these.

Is there a question missing here that we should have asked you?