Appendix B

HONG KONG AIR CADET CORPS

Headquarters

**Overall Performance Rating Scale to be adopted when completing the**

***Hong Kong Air Cadet Corps Senior Member***

***Performance Appraisal Report***

Appraising Officers/Countersigning Officers must ensure that not all staff are rated as “Very Effective” or “Outstanding” and should ensure a distribution of ratings with “Effective” as the norm.

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| **A Outstanding** | Applies to a performance which has been exceptionally effective and which has far exceeded the standard required in quality and quantity. |
| **B Very Effective** | Means that although not positively outstanding, the performance has been consistently above the standard required in quality and quantity. |
| **C Effective** | Means that the performance has met the standard required and has occasionally exceeded it in quality or quantity or both. |
| **D Moderate** | Means that the performance has just met the lowest acceptable standard of performance, without serious deficiencies. |
| **E Poor** | Means that there have been definite performance deficiencies. |
| **F Very Poor** | Means that performance has been of an unacceptable standard. |

Assessment of the Appraisee’s performance should be made objectively based on the actual results as measured against the job target of his/her post. No allowance should be made to factors such as ill health or personal problems, which have affected the Appraisee’s performance. Such mitigating factors should be stated in **Part E – General Remarks**. Please mention the appraisee’s sick leave record during the appraisal period of the Appraisee’s performance has been affected by his/her sick leave.

April 2015