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Cover page

Project-end appraisal

Name of reviewee: [Full name]

Review date: [DD-MM-YY]

Reviewed by: [Full name(s)]

Project-end appraisal

Details	
Name reviewee	[Name]
Position	[Position]
Client	[Client name]
Assignment name	[AMS-XXX] - [Projectnaam]
Period of involvement	[mmm - mmm yyyy]
Appraisal date	[Date]
Reviewer (project lead)	[Name(s)]
Partners involved	[Name(s)]
Other team members	[Name(s)]
Tenure	Year [o] - Month [o]

Overall comments by the reviewer(s)

Beste [Name],

[Short project description] Let op: alles in "je" aanspreekvorm. Lorem ipsum dolor sit amet, nibh tempus donec in nullam velit, felis sapien, vitae tellus nec ut. Massa mattis venenatis urna quis tempor, tempus magni amet arcu faucibus dui orci, ridiculus lacus urna.

[Role of reviewee in project] Let op: alles in "je" aanspreekvorm. Lorem ipsum dolor sit amet, nibh tempus donec in nullam velit, felis sapien, vitae tellus nec ut. Massa mattis venenatis urna quis tempor, tempus magni amet arcu faucibus dui orci, ridiculus lacus urna. Quam elit, lacus urna pede. Phasellus non tincidunt dolore.

[Strengths] Let op: alles in "je" aanspreekvorm. Lorem ipsum dolor sit amet, nibh tempus donec in nullam velit, felis sapien, vitae tellus nec ut. Massa mattis venenatis urna quis tempor, tempus magni amet arcu faucibus dui orci, ridiculus lacus urna. Quam elit, lacus urna pede. Phasellus non tincidunt dolore. Sem suspendisse pede erat id, praesent et vel mus parturient et, vel nullam faucibus, nunc mauris risus sagittis. Feugiat fusce fusce velit justo elit, augue augue id qui mi nec. faucibus dui orci, ridiculus lacus urna.

[Development needs] Let op: alles in "je" aanspreekvorm. Lorem ipsum dolor sit amet, nibh tempus donec in nullam velit, felis sapien, vitae tellus nec ut. Massa mattis venenatis urna quis tempor, tempus magni amet arcu faucibus dui orci, ridiculus lacus urna. Quam elit, lacus urna pede. Phasellus non tincidunt dolore. Sem suspendisse pede erat id, praesent et vel mus parturient et, vel nullam faucibus, nunc mauris risus sagittis. Feugiat fusce fusce velit justo elit, augue augue id qui mi nec. faucibus dui orci, ridiculus lacus urna.

[Concluding remarks] Let op: alles in "je" aanspreekvorm. Lorem ipsum dolor sit amet, nibh tempus donec in nullam velit, felis sapien, vitae tellus nec ut. Massa mattis venenatis urna quis tempor, tempus magni amet arcu faucibus dui orci, ridiculus lacus urna.

[Full name(s) reviewers]



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Performance rating (relative to end of track)

Based on your performance on this project, we have evaluated you relative to it's public's expectations for the end of your current track (Adviseur for on average the first 36 months). The rating ranges from 1 to 5, with "1" being: the skill needs to be learned and developed, and with "5" being: excellent mastering of the skill. As a general guideline: in order to promote to the next level, we would expect that you rate around "4" on average for all skills.

Skills	1	2	3	4	5	n.o.	Rationale (examples) & recommendations
Problem solving							<ul style="list-style-type: none"> ■ Je hebt ... (bijv. in de cliënt meeting over ...) ■ Let op dat je (bijv. bij het analyseren van ...)
Understands problem and identifies key issues							
Structures analytical approach; identifies multiple possible solutions							
Performs high quality quantitative analyses							
Performs high quality qualitative analyses (e.g. research, interviews)							
Translates output of analyses into practical recommendations							
Leverages and adds to (it's) public knowledge & materials							
Effectiveness							<ul style="list-style-type: none"> ■ Je hebt ... (bijv. in de cliënt meeting over ...) ■ Let op dat je (bijv. bij het analyseren van ...)
Works independently; knows when to ask for help							
Prioritises work effectively and identifies issues & next steps							
Quickly drafts relevant and high quality output; iterates effectively to get to client ready quality							
Meets deadlines and is reliable; manages expectations							
Shows persistence / willing to put in effort							
Communication							<ul style="list-style-type: none"> ■ Je hebt ... (bijv. in de cliënt meeting over ...) ■ Let op dat je (bijv. bij het analyseren van ...)
Engages audience, projects self-assurance & strong presence							
Manages conversations & interviews effectively							
Uses concise and effective written communication (slide text & design, storyline, memos, e-mails, etc.)							



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Actively listens to others, understands and values others' views							
Persuades on the basis of facts and reason							
Teamwork							
Inspires all colleagues & creates positive atmosphere							
Recognises and celebrates team & individual achievements							
Stimulates personal growth, e.g. giving & asking for feedback							
Cooperates well with diverse personalities							
Copes well with stressful situations and conflict							
Client counseling							
Builds trust-based relationships at appropriate levels							
Communicates independently & effectively with all audiences							
Mobilizes people and organisations to action & lasting impact							
Effectively transfers capabilities to client teams							
it's public ambassador							
Displays eagerness and drive to always deliver best result							
Exemplifies it's public's values (positive impact, open & fair, personal growth, fact-driven, challenger/independent)							
Takes initiative to improve it's public (proactively)							
Promotes it's public and its philosophies							

- Je hebt ... (bijv. in de cliënt meeting over ...)
- Let op dat je (bijv. bij het analyseren van ...)

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- Let op dat je (bijv. bij het analyseren van ...)



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Comments of the reviewee (if wanted)

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