

ANNEX I

A. DETAILED DEFINITION OF JOB PERFORMANCE ELEMENTS

1. CRITERIA FOR THE ELEMENT "WORK RESULTS":

PROFESSIONAL COMPETENCE	SCOPE	TIMELINESS
Performance of tasks, in particular with regard to compliance with: <ul style="list-style-type: none">• applicable standards• professional rules	Performance of tasks, in particular with regard to: <ul style="list-style-type: none">• quantity of the work performed• additional work	Performance of tasks, in particular with regard to compliance with: <ul style="list-style-type: none">• envisaged deadlines

2. CRITERIA FOR THE ELEMENTS "INDEPENDENCE", "CREATIVITY" AND "ACCURATENESS"

INDEPENDENCE	CREATIVITY	ACCURATENESS
Performance of tasks, in particular with regard to the need to: <ul style="list-style-type: none">• provide detailed instructions• be kept under supervision.	Performance of tasks, in particular with regard to: <ul style="list-style-type: none">• development of new applicable ideas• provision of useful suggestions and proposals	Performance of tasks, in particular with regard to: <ul style="list-style-type: none">• frequency of errors• quality of work

3. CRITERIA FOR THE ELEMENT "RELIABILITY"

Performance of tasks, in terms of:

- fulfilment of the agreed obligations
- complete and accurate transfer of information

4. QUALITY OF COOPERATION AND ORGANISATION OF WORK

<p>COOPERATION</p> <p>Performance of tasks in terms of:</p> <ul style="list-style-type: none"> • mutual cooperation and teamwork • attitude towards colleagues • transfer of knowledge and mentorship 	<p>ORGANISATION OF WORK</p> <p>Performance of tasks in terms of:</p> <ul style="list-style-type: none"> • organised and planned utilisation of working hours in relation to the content of tasks and established deadlines • adaptation to unforeseeable situations
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5. OTHER JOB-RELATED ABILITIES

<p>INTERDISCIPLINARITY</p> <p>Performance of tasks, in particular in terms of:</p> <ul style="list-style-type: none"> • linking knowledge from various fields of work • overview of one's own field of work 	<p>ATTITUDE TOWARDS USERS</p> <p>Performance of tasks, in particular in terms of:</p> <ul style="list-style-type: none"> • cooperation and provision of services to users 	<p>COMMUNICATION</p> <p>Performance of tasks, in particular in terms of:</p> <ul style="list-style-type: none"> • use of written and spoken language • establishment of both an internal and external social network 	<p>OTHER</p> <p>Performance of tasks, in particular in terms of:</p> <ul style="list-style-type: none"> • particularities of individual activities or professions in the public sector
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B. ANNUAL JOB PERFORMANCE APPRAISAL

PERFORMANCE CRITERION	MAX. NUMBER OF POINTS	TOTAL SCORE	% of the achieved performance	APPRAISAL (above average, average, below average)
1. WORK RESULTS	6	0	0.00	
1.1 professional competence – (criterion A_regular job performance)	2	0	0.00	
1.2 scope	2	0	0.00	
1.3 timeliness	2	0	0.00	
2. INDEPENDENCE, CREATIVITY AND ACCURATENESS	6	0	0.00	
2.1 independence	2	0	0.00	
2.2 creativity – (criterion E_regular job performance)	2	0	0.00	
2.3 accuracy	2	0	0.00	
3. RELIABILITY	2	0	0.00	
3.1 reliability – (criterion B_regular job performance)	2	0	0.00	
4. QUALITY OF COOPERATION AND ORGANIZATION OF WORK	4	0	0.00	
4.1 cooperation	2	0	0.00	
4.2 organization of work – (criterion D_regular job performance)	2	0	0.00	
5. OTHER JOB-RELATED ABILITIES	8	0	0.00	
5.1 interdisciplinarity	2	0	0.00	
5.2 attitude towards users of services – (criterion C_regular job performance)	2	0	0.00	
5.3 communication	2	0	0.00	
5.4 other	2	0	0.00	
TOTAL	26	0	0.00	

Explanation:

Performance appraisal:
0–21.9% – below average
22–61.9% – average
62–100% – above average

Determination of the max. number of points:
1.1, 2.2, 3.1, 4.2, 5.2 – sum of two scores concerning regular job performance – max. 2

1.2, 1.3, 2.1, 2.3, 4.1, 5.1, 5.3, 5.4 – 1 point per each
period of regular job performance – max. 2