

1. Title	Appraise staff performance
2. Code	BEZZOM407A
3. Range	Master the functional areas of staff at all levels at beauty-related workplaces; conduct performance appraisals and write appraisal reports in an objective manner according to the performance appraisal system set by the organization so as to achieve effective human resources management.
4. Level	4
5. Credit	6 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Performance appraisal system</p> <ul style="list-style-type: none"> ◆ Understand the operational structure of the organization ◆ Understand the functional areas of all departments ◆ Understand the performance appraisal system and standards of the organization <ul style="list-style-type: none"> • Form, method and procedure of appraisal • Requirements on the appraiser • Appraisal time • Rating standards and definition • Appeal mechanism for the appraisee • Criteria for writing appraisal reports ◆ Understand the purpose and importance of performance appraisal <ul style="list-style-type: none"> • Efficiency of the organization / department • Personal evaluation of staff ◆ Understand different types of performance appraisal ◆ Understand the content of general performance appraisals, including: <ul style="list-style-type: none"> • Knowledge and professional ability • Work efficiency • Work performance • Degree of diligence • Work attitude and initiative • Team relationship • Personal conduct ◆ Understand the reward and penalty mechanism of the organization

	<p>6.2 Appraise staff performance</p> <ul style="list-style-type: none"> ◆ Select a suitable appraisal method and follow the work goals, plans and standards to conduct a fair and objective appraisal and write the appraisal report for the staff according to the performance appraisal standards and procedures of the organization ◆ Inform the staff concerned about the appraisal result through proper communication channel and make recommendations on improvement ◆ Establish appeal mechanism for staff to make their appeals ◆ Take suitable actions according to the appraisal result, such as: giving reward or penalty, counselling, training, etc. ◆ File the appraisal report properly according to procedures
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to conduct performance appraisals in an objective manner and write the appraisal reports according to the appraisal procedures of the organization; and</p> <p>(ii) Capable to take suitable measures to follow up, such as: giving reward or penalty, counselling, training, etc.</p>
8. Remarks	