

Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Personnel Management

Title	Appraise performance of team members
Code	110370L5
Range	Appraise performance of team members of a fashion business to drive team effectiveness. This applies to individuals who are required to manage the performance of team members and take appropriate action on substandard performance to drive team effectiveness.
Level	5
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the subject area</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • understand the organisational policies and procedures on performance appraisal • state key considerations in performance management and appraisal (e.g. personal development) • construct a personal development plan for team members and provide feedback and guidance <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • establish clear and measurable objectives to assess individual and team results which can be aligned with the performance targets of the business unit • guide team members to set up performance objectives and plans after considering the organisational strategies, their aspirations and competencies, etc. • analyse the strengths and weaknesses of subordinates and guide them to achieve key operational metrics and business goals consistently • guide new co-workers to reconcile their job expectations and required work performance • coach and motivate others to achieve their performance goals • analyse the performance problems of those who do not meet pre-set standards, identify the root causes and formulate solutions • provide coaching / counselling to subordinates who cannot meet the basic performance requirements • evaluate others' work performance regularly and provide constructive feedback for improvement • motivate others to correct deficiencies and follow up improvement progress within a mutually agreed time frame • discuss with the sub-standard subordinates about the follow-up action according to the cause and solutions identified • formulate plans on disciplinary actions if insufficient improvement of a subordinate is observed <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • beware of discriminatory legislation and avoid offence or personal attacks
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to accomplish:</p> <ul style="list-style-type: none"> • Appraisal of performance of team members of a fashion business and management of substandard performance with appropriate actions to drive team effectiveness.

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Remark	Modified from the UoC of Specification of Competency Standards for the Banking Industry Retail Banking (Version 2 , UoC code : 107601L5)
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