Information and Communications Technology Industry Training Advisory Committee
Software Products and Software Services (SW) branch
Unit of Competencies

1. Title	Manage staff performance and appraisal
2. Code	ITSWGS522A
3. Range	Manage staff performance and appraisal for the effective performance in an organisation [Generic Skills – Human Resources and Staff Management]
4. Level	5
5. Credit	7
6. Competency	<table><tr><td>6.1 Understand staff development initiatives</td><td>Performance Requirement Be able to - understand the importance of staff development - understand staff performance is a means to measure the effectiveness of business operation and an opportunity for staff development initiatives </td></tr><tr><td>6.2 Manage staff performance</td><td>Be able to - identify key goals to be achieved for the organisation - communicate clearly to the staff concerned about top priority objectives to be achieved - motivate staff for better performance - devise incentive schemes to appeal staff for better performance </td></tr><tr><td>6.3 Manage staff appraisal</td><td>Be able to - identify key objectives for each individual staff to achieve for an agreed period of time - define the assessment criteria and performance requirements - communicate and evaluate staff performance both during the appraisal period and at the end - develop reward systems to recognize performance and the importance of the appraisal exercise </td></tr><tr><td>6.4 Keep professional practice in managing staff performance and appraisal</td><td>Be able to - apply objective criteria to performance assessment - maintain consistent standard across staff on appraisal activities </td></tr></table>
7. Assessment Criteria	The integrated outcome requirements of this UoCs are the abilities to: (i) understand staff development initiatives; and (ii) manage staff performance and appraisals.
Remark	