



CIVIL AVIATION AUTHORITY
PERFORMANCE APPRAISAL REPORT
(PAY GROUP 07 – 11)

CAAF-002-HRCP-1.0

(Human Resource Career Planning & Performance Management)

Period of Report - From _____ To _____

Annual

Special

Type of Appointment

REGULAR

CONTRACT

Location _____

PART-I (PERSONAL DATA)
(To be filled by Appraisee)

1. Name	_____	2. CAA No.	_____	3. PG	_____
4. Designation	_____	5. Trade	_____	6. Date of Birth	_____
7. Qualifications	_____				
9. Post(s) held during the review year with date(s)	_____				

10. Main Job Description:

11. Medical Fitness Certificate (To be filled by Authorized Medical Officer)

FIT UNFIT

Location	_____	Date	_____	Signature & Seal of (AMO)	_____
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PART-II (TARGET REVIEW)
(To be filled by Appraisee & Appraiser)

12. TARGETS (Minimum 03)	TIME FRAME	TOTAL MARKS	MARKS SCORED	REMARKS
Target-1	_____	_____	_____	_____
Target-2	_____	_____	_____	_____
Target-3	_____	_____	_____	_____
Target-4	_____	_____	_____	_____
TOTAL		60		

(For details, additional sheets may be used & attached as annexure)

a) Signature of Appraisee: _____ Date: _____
 b) Signature of Appraiser: _____ Date: _____



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PART-III (REVIEW OF COMPETENCE AREAS)

(To be filled by Appraiser / APM for JIAP, AIIAP, BBIAP, Peshawar & Quetta Airports)

Rating Scale 5 = Outstanding, 4 = Very Good, 3 = Good, 2 = Needs Improvement, 1 = Inadequate Performance (See Key at Page 4 of 4)

COMPETENCIES		O/S 05	V. Good 04	Good 03	N. I 02	I. P 01
13.	Organizing Skills					
14.	Sense of Duty/Responsibility					
15.	Problem Solving & Decision Making Skills					
16.	Presentation & Communication Skills					
17.	Leadership Skills & Team Spirit					
18.	Job Knowledge & its Application					
19.	Initiative & Adaptability					
20.	Attitude towards QHSE					
21.	TOTAL					
22.	Total Scores (Sum of Part II & Part III)					

23. Overall Ranking

Outstanding (90 - 100)	Very Good (75 - 89)	Good (50 - 74)	Needs Improvement (35 - 49)	Inadequate Performance (20 - 34)

PART-IV (TRAINING)

(To be filled by Appraisee & Appraiser)

24. SR. #	NAME OF TRAINING/COURSES ATTENDED DURING THE REVIEW YEAR	DURATION		GRADE OBTAINED	NAME OF INSTITUTION (Country name in case of Foreign Training)
		From	To		

25. Identify the performance gaps related to current job.

26. Specify reasons for the performance gaps.

27. Identify the training requirement to fill performance gaps.

28. Individual's future development needs.



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PART-V (SUMMARY OF PERFORMANCE)

29. **Assessment for Growth:** (To be filled by Appraiser)

a. Fitness for Promotion	FIT <input type="checkbox"/> UNFIT <input type="checkbox"/> Recently Promoted/Appointed <input type="checkbox"/>
b. Retention after 25 years service (To be reported on completion of 20 years service)	FIT <input type="checkbox"/> UNFIT <input type="checkbox"/>
c. Retention on completion of exiting contract period	FIT <input type="checkbox"/> UNFIT <input type="checkbox"/>

30. **Remarks by Appraiser:**

Signature _____

Name (in block letters) _____

Date Designation _____

31. **Remarks by Appraiser's Manager/Airport Manager:**

(To be given by APM for employees under administrative control of APM at JIAP, AllAP, BBIAP, Peshawar & Quetta Airports only)

Signature _____

Name (in block letters) _____

Date Designation _____

32. **Appraiser's Agreement/ Disagreement** (In case of disagreement please give reasons)

Date **Signature of the Appraiser**

33. **Remarks by Specialist Director (For Concerned Trade):**

(Specialist Director can not make any change in the assessment. However, if he/she needs to change, he/she is to consider assessment of the Appraiser & Appraiser's Manager and can make changes only with proper justifications. He /she is to specially comment on appraiser's succession planning, career growth, future development etc)

Signature _____

Name (in block letters) _____

Date Designation _____

34. **Remarks by DDG/DG:**

(For PG-10 & above)

Signature _____

Date Name (in block letters) _____

Changes in the Performance Appraisal Report are not allowed. No form will be accepted if any change(s) is/are made either in the format or in any content of the form.

For use at HQ HR CP&PM EXAMINED

Sig. _____ Date _____



CIVIL AVIATION AUTHORITY
PERFORMANCE APPRAISAL REPORT OFFICERS
(PAY GROUP 07 – 11)

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((Human Resource Career Planning & Performance Management))

RATING SCALE KEY

Competencies	Outstanding 05	Very Good 04	Good 03	Needs Improvement 02	Inadequate Performance 01
01. Organizing Skills: Ability to analyze and plan tasks, organize resource for optimum utilization and monitor results till completion of tasks.	Exceptionally imaginative, creative and inventive, highly effective in utilizing resources and monitoring results.	Highly logical, systematic and effective planner & organizer.	An effective planner and organizer.	Has limited ability for thinking & planning and organize occasionally.	Inefficient planner & ineffective in utilizing resources.
02. Sense of Duty/Responsibility: Knows the importance of tasks and duties assigned. Knows how and when to complete them in best possible ways.	Extremely responsible in handling tasks assigned and totally dedicated to service.	Shows a high degree of devotion in discharge of responsibilities.	Responsible and dedicated to work.	Give little importance to duties assigned.	Has no sense of responsibility and devotion to work.
03. Problem Solving & Decision Making Skills:- Logically carries out diagnosis of problem, develop & implement solution, & takes rational, sound & timely decisions based on relevant information & facts.	Logical in diagnosis of a situation, foresee the problem and develop and timely implement best possible rational decisions.	Always takes problem as a challenge, breaks it down & suggest & implement possible solution to solve the problem.	Good sense of problem solving & decision making skills.	Usually understand problem, tries to work on solution & decision.	Scared of problems, always depends on others for their help & never take decision.
04. Presentation & Communication Skills: - Able to present facts and ideas verbally and in written form in a clear, effective and convincing manner.	Brilliant forceful and clear writer, gifted presenter who convinces the audience easily.	Highly forceful in expressing ideas, an effective presenter.	Has good command of business writing, a good speaker.	Faces difficulty in writing & expressing ideas verbally.	Unable to organize and express thoughts both verbally and in written form.
05. Leadership Skills & Team Spirit: Develops in subordinates the will and desire to work towards common objectives, assign work to subordinates a/c to their capabilities, exhibits team spirit to achieve shared aims.	Excellent leadership qualities, always keeps the team highly motivated, assign work to subordinate a/c to their capabilities, extremely cooperative and create excellent team spirit.	Capable of becoming an exceptional leader, takes work from subordinates a/c to their capabilities, keep the team motivated, work in perfect harmony with others.	Motivates the team, aware of subordinate capabilities & assign tasks to them accordingly, a good team player.	Prefer to work alone, sometimes shows reluctance to work as a team and try little to take work from the team.	Totally unaware of subordinates abilities, has no idea of managing a team and uncooperative and obstructive team player.
06. Job Knowledge and its application:- Posses knowledge of methods, techniques & skills, conversant with all phases of job related matter, apply theoretical knowledge at work.	Exceptionally well informed, strives hard to keep abreast of latest job related knowledge and skills, exceptional ability to translate theoretical concepts in to physical tasks.	Highly knowledgeable on job related matters and developments, and highly capable of applying professional knowledge at work.	Studious and well informs, strives to keep up to date, efficient in handling practical situations.	Has limited knowledge, shows little inclination to apply knowledge in handling practical tasks.	Ignorant and ill informed, makes no efforts to improve, and has no ability to apply theoretical concepts practically.
07. Initiative & Adaptability: - Does things before being asked to or forced by events, ability to alter behavior and opinions in the light of new information and responds constructively to changing situation.	Tremendous initiative aptitude, always immediately respond to changing environment.	Always take initiative before being asked and adapts to changing situation very easily.	Takes initiative and is adaptable to changing situation.	At times, forced by events to complete task, and shows reluctance towards change.	Only perform task when asked repeatedly, & inadaptably to changes.
08. Attitude towards QHSE: - Maintains quality, knows importance of environmental aspects, occupational health & safety & takes preventive measures to control hazards and risks.	Extremely dedicated in responding to QHSE matters immediately and maintaining standard.	Dedicated towards QHSE & always strives to maintain the standards.	Maintain QHSE standards.	Shows casual attitude towards QHSE matters.	Has no idea of QHSE, and does not try to improve it.