



# LAM CONSTRUCTION GROUP

## 華益 (林氏) 集團

### 360 DEGREE PERFORMANCE MANAGEMENT - (C grade)

Staff Name :«Staff\_Name»

Title :«Title»

Date :

#### A. Core competencies

	1	2	3	4	5
<b>1. COMMUNICATION</b>					
“Listens actively to others; presents information and own opinions effectively in oral and written forms”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. CONTROL</b>					
“Adheres to budgets / programmes and achieves cost / time savings whenever possible; closely monitors progress and results toward the achievement of targets; rectifies errors promptly”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. CUSTOMER FOCUS</b>					
“Anticipates and satisfies the needs of customers / users inside and / or outside the organisation, projects an image of professionalism and excellence.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. DECISION MAKING</b>					
“Exercises judgement and shows insight in making timely decisions; demonstrates willingness to shoulder the consequences of own judgement and decision.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. JOB KNOWLEDGE AND APPLICATION</b>					
“Demonstrates appreciation and effective application of the fundamental and governing principles, policies, technology, knowledge and / or practices of own job.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. PLANNING &amp; COORDINATION</b>					
“Plans for future needs and problems; creates and maintains efficient working environment; maximises the utilisation of all forms of available resources; establishes priorities.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. PROBLEM SOLVING</b>					
“Identifies problems, analyses their causes and nature, proposed solutions for consideration, and implements solutions in a systematic and effective manner.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. TEAMWORK</b>					
“Maximises the advantages of team effort and motivates all the members to contribute to team goals.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### B. Non-core competencies

	1	2	3	4	5
<b>9. DELEGATING SKILL</b>					
“Entrusts job responsibility and authority with accountability to subordinates in pursuit of company goals.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. INITIATIVE AND INNOVATIVENESS</b>					
“Anticipates the needs for changes and improvement; explores and implements new ideas and methods to accomplish objectives.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. TRAINING, DEVELOPMENT AND COACHING OF STAFF</b>					
“Develops and trains staff through proper placement, coaching, counselling, job delegation and career planning.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. COMMERCIAL AWARENESS</b>					
“To demonstrate the ability to link long range visions and concepts to daily work; to understand strategy and is aware of the impact of strategy and how that affects choices for the effective functioning of the business as a whole.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>13. PRESENTATION SKILL</b>					
“The ability to use clear and correct presentation language in an effective way.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Key : 1 = Unsatisfactory; 2 = Improvement Needed; 3 = Meet Requirements; 4 = Exceeds Requirements; 5 = Exceptional.

------(please cut here and submit both parts to HR Dept)-----

Staff Name :«Staff\_Name»

Name of Appraiser :«Name\_of\_Appraiser»