

To assist colleagues in preparing for the end of APR cycle, the Human Resources Office will be launching three episodes of <Bee=U APR Year-end Review Preparation Tips> on Wednesdays. This series will recap the responsibilities and procedures of different roles.

For more details of APR, please visit the APR website.

# Bee=U

## APR Year-end Preparation Tips <For Reviewee>

**1 JUN**

It's time to prepare for the Year-end Review. Let me check the **actionable items, timeline and flow** on the APR website!

**2**

Be sure to get these ready!

- Work Evidence**
- Compliance Training**
- APR Form (Self-assessment)**

**3**

Luckily, I have had **regular discussions and reviews** with Bee Boss throughout the review period, and have documented my work evidence. I am now well-prepared!

E-mail ✓ Statistics ✓ Timeline met ✓

**4**

**HONG KONG BAPTIST UNIVERSITY**  
**Annual Performance Report (APR)**

Name	Bee Leaf	Staff No.	123456
Position	Officer	Dept. office	Human Resources

Goals and KPIs	Rating				Comments from Reviewer
	OS	VS	ST	LS	
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Let me do the self assessment~ Since all goals were achieved at 100%+ this year, there should be a **ST!**

VS	ST	LS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**5**

**Complete the APR Form and submit to Manager**

**Remember to check the APR Schedule of your office**

**6 JUL 1**

**The 24/25 new APR Cycle starts**  
Remember to schedule meeting with your Manager to set goals

**SET SMART GOAL**

Let me check out HRO's training materials on the APR Website!

**Remember to complete Compliance Training by June 30**



### Bee Leaf's Pantry Talk

Hey colleagues, to avoid missing some of the APR important dates, I have created an Outlook Calendar for setting reminders. Feel free to download and use it if needed.

[Click Here](#)

In APR, we BELIEVE and ACHIEVE