

To assist colleagues in preparing for the APR 23/24 self assessment and 24/25 goal setting, please visit the APR website for the most updated information. Please use the latest version of APR Form when submitting your self assessment and goal setting.

Bee=U

APR Year-end Preparation Tips <For Reviewer (I)>

1

Received **23/24 APR Form** and invitation for **24/25 Goal Setting** from Bee Leaf

2

Let's see if Bee Leaf's self assessment is aligned with my assessment on his performance.

HONG KONG BAPT
Annual Perform: He has performed well and achieved more than 100%, all of which should be **ST**. Given the no surprise principle, I will need to ensure alignment with him on this matter.

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

Rating on Part I - Scale and Key Performance Indicators (KPIs) (70%)

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

3

Besides Office's APR Schedule, there are **two** University important dates

AUGUST

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
11	12	13	14	15	16	17
						31

17/8: Faculty/Office confirms ratings and salary increment recommendation with Provost or VPs

31/8: Faculty/Office submits confirmed ratings and salary increment recommendation to HRO

4 **AUG**

Year-end Review

Following HRO's Sandwich model

If rating aligns with the self assessment, there is no need to arrange a year-end review at this stage. The review meeting can be held when announcing 23/24 confirmed ratings.

You have performed well this year. Thank you for contributing new ideas to projects and demonstrating adaptability amid challenges.

5

Year-end Review

However, there are areas for improvement, for example...

Have you encountered any difficulties? How can I assist you to overcome these?

I will continue to improve and work hard with the team!

Discuss 24/25 Goal Setting in one go after aligning expectation

6

May I know my Rating...?

The rating has not been confirmed yet. It will only be announced upon University approval.

Do not disclose any unapproved ratings

Bee Boss' Pantry Talk



Colleagues, my reviewee's self assessment differs from my assessment on his performance. Therefore, there is a need to have meeting to align expectations. Goal setting for 24/25 can be done in one go. If the expectations are aligned, you can proceed directly to goal setting, with the 23/24 review scheduled after the approval of the University on the ratings. Please arrange meetings as needed.