

Here comes to the final episode of "Bee=U APR Year-end Preparation Tips". Throughout the APR cycle, it is advised to regularly review your performance with your Reviewer, maintain close communication and engage in active listening. The APR Website will be updated regularly. Welcome to visit the Website for the latest information.

# Bee=U

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

**1** It's time to submit the **APR Forms** to the Office.

**Remember to check Faculty/Office APR Schedule** **Waiting...**

**2** **AUG** Office's Calibration Process

**AUG 17** **AUG 31** Each office submits APR ratings and salary increment recommendations to Senior Management & HRO

**3** **SEP/OCT** Upon University approval on ratings **Year-end Meeting**

I value your efforts, changes, and continuous improvement.

**Remember to "speak kind words" and "listen actively"**

**4** **Year-end Meeting**

Congratulations on receiving **ST** this year!

Thank you! Happy to receive **ST**!

**Show appreciation to colleagues for their contributions and hard work**

**5** SMART Goals for the new cycle have been effective. Let's schedule the next and future **regular review** meetings!

**24/25 Goal Setting**

**6** **OCT 31** APR Coordinator passes all completed and signed APR forms to HRO

Wow~ Encouragement from Management is received! After signing and completing the form, I will pass it to APR Coordinator!

Part III: Overall Rating, Comments and Development Plan

<b>Reviewer's Overall Comments</b>	
Bee Leaf has continued to share innovative ideas and managed tasks well. Thank you!	
Signature of Reviewer	Bee Boss
Name of Reviewer	Bee Boss
Date	OCT 24
<b>Reviewee's Feedback</b>	
I will continue to share new ideas and work harder.	
Signature of Reviewee	Bee Leaf
Name of Reviewee	Bee Leaf
Date	OCT 24
<b>Countersigning Officer's Comments</b>	
Well done and keep it up.	
Signature of Countersigning Officer	Countersigning Officer
Name of Countersigning Officer	Sen Management
Date	OCT 24
<b>Confirmation of Receipt</b>	
Signature of Reviewee	Bee Leaf
Name of Reviewee	Bee Leaf
Date	OCT 24

### Bee Boss & Bee Leaf's Pantry Talk

You are never too small to make a difference. The University's continuous growth depends on the collective efforts of each and every one of us. Thank you all for your hard work!

In APR, we BELIEVE and ACHIEVE

