**P104b Instructional Page**

* Please note that form P104B is different than the performance evaluation form made available on Inspira.
* Please follow instructions issued by your local HR office on which form you must use for performance evaluations and whether you need to complete the evaluation offline and/or in Inspira.

|  |  |  |
| --- | --- | --- |
| **U N I T E D N A T I O N S** | P2C2T1#yIS1 | **N A T I O N S U N I E S** |

PERFORMANCE EVALUATION for CONSULTANTS and INDIVIDUAL CONTRACTORS

INTERIM EVALUATION (*Mandatory after 6 MONTHS of SERVICE*)

FINAL EVALUATION (*Mandatory upon COMPLETION of ASSIGNMENT regardless of duration*)

|  |  |
| --- | --- |
| Name of Consultant/Contractor: | Index No: |
| Department: | Contract No: |

ASSESSMENT OF QUALITY OF WORK

|  |  |  |  |
| --- | --- | --- | --- |
| All goals outlined in the Terms of Reference have been met. (See Section 1 of Forms P.104 and P.104/A )  If **NO**, please explain: | YES | NO | PARTLY |
| If **partly**, please specify: | | | |
| All deadlines established in the Terms of Reference have been met. (See Section 1 of Forms P.104 and P.104/A)  If **NO**, please explain: | YES | NO | PARTLY |
| If **partly,** please specify: | | | |
| Please provide a detailed assessment of the following: |  |  |  |
| *QUALITY OF WORK:* |  |  |  |
| *RESULTS ACHIEVED:* |  |  |  |
| *SKILLS (STRENGTHS, WEAKNESSES as related to accomplishment of goals):* |  |  |  |

OVERALL PERFORMANCE RATING

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Excellent** | **Good** | **Satisfactory** | **Unsatisfactory** | **Payment Withheld** |
|  | | | (No further contracts to be granted) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Would you consider re-engaging the consultant/contractor | (a) In the same field? | Yes |  | No |
|  | (b) In another field? | Yes |  | No |
| If YES, what field? |  |  |  |
| (c) Include him/her in a roster? | Yes | No | already rostered |

|  |  |
| --- | --- |
| ***FI N AL REM ARKS*** | |
| *Name/Title/Signature of Head of Department:* | *Date:* |
| *Name/Title/Signature of Official in Charge of Project:* | *Date:* |

PLEASE FORWARD COPY TO EXECUTIVE OFFICER