**UNV UN Volunteer Performance Assessment (VPA) Report**

This VPA report should be read and completed in conjunction with the ‘UNV UN Volunteer Performance Assessment Guidelines’. Please note that the contents of this performance assessment can be used as a reference for future UN Volunteer and/or career assignments. Input to the VPA is required from the UN Volunteer and the supervisor.

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| --- | --- |
| **Name of the UN Volunteer** |  |
| **UNV Assignment Title:** |  |
| **Roster Number:** |  |
| **Duty Station:** |  |
| **Reporting Period:** |  |
| **Name of Supervisor:** |  |
| **Volunteer Modality** | **Please select...** |

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| **Part 1: UN Volunteer’s Self-Assessment [to be completed by the UN Volunteer]** |

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| Comments: [max 2000 characters] |

**Briefly describe the main responsibilities and duties you undertook during this reporting period and what you consider your major achievement/s in line with your expected outputs and work plan, as agreed between you and your supervisor. [maximum 2000 characters]**

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| **Part 2: Supervisor’s Assessment [to be completed by the UN Volunteer’s supervisor]** | |
| 1. **Professional competency and soft skills assessment** | |
| 1. **Professional and technical knowledge:** Demonstrates professional and/or technical expertise/knowledge relevant to the functions of the current assignment. | |
| |  |  | | --- | --- | | **Rating:** | Please select... | | |
| Comments: [max 500 characters] | |
| 1. **Working in teams:** Works collaboratively with colleagues to seek solutions and achieve shared objectives. | 1. **Communication:** Communicates clearly and competently orally and in writing. Listens actively to others. |
| |  |  | | --- | --- | | **Rating:** | Please select... | | |  |  | | --- | --- | | **Rating:** | Please select... | |
| 1. **Adaptability and flexibility:** Adapts to changes in the assignment/duty station environment and adjusts to new ways of doing things | 1. **Knowledge sharing:** Builds and shares skills, capacity and knowledge, and promotes learning and information sharing. |
| |  |  | | --- | --- | | **Rating:** | Please select... | | |  |  | | --- | --- | | **Rating:** | Please select... | |
| 1. **Self-management -** Responds effectively to stress, develops constructive relationships and remains calm when facing conflict. | 1. **Ethics and values:** Acts with integrity andupholds the ethics and standards of the United Nations. |
| |  |  | | --- | --- | | **Rating:** | Please select... | | |  |  | | --- | --- | | **Rating:** | Please select... | |
| 1. **Supervisory competency assessment (if relevant)** | |
| **In his/her role as supervisor, the UN Volunteer defined goals and priorities and ensured their implementation.** | |
| |  |  | | --- | --- | | **Rating:** | Please select... |   Further comments on the UN Volunteer’s performance as a supervisor [max 500 characters]: | |
| 1. **Overall performance assessment** | |
| **Please provide a summary of the UN Volunteer’s performance in this assignment to support the ratings given above.** | |
| Comments: [max 2000 characters] | |
| 1. **Contract extension and/or recommendation for future UNV assignments** | |
| **Do you recommend the UN Volunteer for an extension of his/her current assignment or for a similar UN Volunteer assignment elsewhere? Please check one box and provide reason/s below.** | |
| Yes  Yes with reservations  No   |  | | --- | | Comments: [max 250 characters] | | |

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| **Part 3: Final Comments [to be completed by the UN Volunteer]** |

1. **Did you receive adequate guidance and support from your supervisor and UNV personnel during your assignment? Did you have any training and/or development needs that were not met?**

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| Comments: [max 500 characters] |

1. **Do you have any additional comments on your assignment and/or on this performance assessment?**

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| Comments: [max 500 characters] |

1. **If you are finishing your assignment, please give reasons for non-extension, (e.g. completion of assignment, family matters, previous/new employment, dissatisfaction with UNV assignment etc.)**

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| Comments: [max 500 characters] |

**E. Signatures[[1]](#footnote-1)** (please sign above the line, and print your name below the line)

**I agree with my supervisor’s assessment in this VPA report YES NO**

UN Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I agree with the UN Volunteer’s assessment in this VPA report YES NO**

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**UNV Field Unit Receipt acknowledged:**

PM/PO or Focal Point: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

1. Signing the UN Volunteer Performance Assessment report signifies that the UN Volunteer and Supervisor confirm the content they themselves have contributed to the report. The UN Volunteer and the Supervisor must also indicate above their signatures, by selecting YES or NO, if they agree with the assessment of the other person. [↑](#footnote-ref-1)