

Guidelines

Drafting of Performance Appraisal Reports during the Practical Studies

(Practice Module II)

The performance appraisal report according to employment law is not a comprehensive recommendation for employment application but a document describing the progress and results of practical studies. It is used by the examination board of the Katholische Stiftungsfachhochschule München, University of Applied Sciences, as the basis establishing the successful completion of the practical studies. Without a performance appraisal report the studies cannot be continued. Hence a clear statement must be given regarding the success of the practical studies. The performance appraisal report is meant to support the trainee during their professional education and further development. Therefore not only existing strength should be described, but also in a constructive way further development needs thus corrective actions can be taken accordingly. The Katholische Stiftungsfachhochschule München, University of Applied Sciences is assuming that the performance appraisal report was jointly reviewed with the trainee and the document was handed over to him or her.

The performance appraisal report must clearly state the following:

1. Exact information regarding:

- Training organization: full name, address, management, headquarter
- Supervisor: name, profession, position
- Trainee: name, date of birth
- Duration of Traineeship: date of first and last working day
 - Weekly work hours: indicating whether the traineeship was full time or half time; in total the traineeship must have been 22 weeks full time
- Number of days absent and number of leave days/ breaks

2. A short description of the organization, its activities and method of operation

3. Assigned tasks and focused areas of the trainees engagement, in particular:

- Listing of areas of work / units the trainees were familiarized with
- Groups of clients the trainee was working with
- Appliance and practice of methods and modes of working in regards to the working concept of the organization
- Participation in organizational, planning and administrative procedures
- Assignment and accomplishment of duties and responsibilities

4. Description of the learning process of the trainee, in particular:

- The way of professional and personal treatment of clients
- The gain of professional methods such as problem analysis, development of action objectives, identification of support structures, recognition of possible actions, handling of difficult situations
- Execution of written assignments and understanding of the organizational needs and structures
- Cooperation with different staff members of the organization
- Usage of the supervision arrangements: readiness to reflect the own professional actions as a social worker and the professional mission; cooperation in the critical professional reflection of the learning process
- Ability to express criticism in a constructive way

5. Clear statement about the success of the traineeship

- Indicating the grade of success

6. The performance appraisal report is to be signed by:

- The Supervisor
- The Line Manager