

T. K. Lo & Company CPAs

Appraisal Form

STAFF NAME:

	Outstanding Top 5%	Excellent Top 10%	Above Average Top 25%	Average Top 50%	Below Average Bottom 50%	Unable to Judge
Practical knowledge and skills						
Technical knowledge and skills						
Intellectual ability						
Perception and insight						
Analytical ability						
Efficiency						
Continuing professional development						
Leadership skills						
Ability to work with others						
Compassion						
Self confidence						
Maturity						
Appearance and manner						
Cope with pressure and stress						
Mentality						
Initiative						
Attendance and punctuality						
Creativity						
Persistence and drive						
Presentation and organisation						
Ethical overall quality						
<i>Independence of mind against soft compromise</i>						
<i>Threats identification & elimination</i>						
<i>Professional behavior</i>						
<i>Conflicts of interest awareness</i>						
<i>Documenation of logical judgement</i>						
Proactive quality						
Oral communication skills						
Written communication skills						
RREO (refer to EHB)						
UECC (refer to EHB)						
<i>last update format: 25 April 2017</i>						

Appraised by: _____

Date: _____