
Decision n°: 2015/12

SUBJECT : Probationary report of the Director

THE MANAGEMENT BOARD OF THE EUROPEAN UNION AGENCY FOR FUNDAMENTAL RIGHTS

HAVING REGARD to the Council Regulation (EC) n° 168/2007 of 15 February 2007 establishing the European Union Agency for Fundamental Rights (FRA),

HAVING REGARD to the FRA EB Decision 2011/01 and in particular Article 11(2),

WHEREAS the reporting officers made a proposal to the Management Board for a revision of the form of the probationary period report of the Director of FRA,

HAS DECIDED AS FOLLOWS

Article 1

The probationary period report of the Director is revised as per annex 1 of the present decision.

Article 2

The present Decision shall enter into force the same day of its adoption.

Vienna, 16 December 2015

For the European Union Agency for Fundamental Rights

A handwritten signature in blue ink, appearing to read 'F. Seidensticker'.

*Frauke Lisa Seidensticker
Chairperson of the Management Board*

PROBATIONARY REPORT

Personal number:

1. Report details

1. 1. Period

Probationary period: from: to

1. 2. Reporting officer 1 (representative of the Commission)

Name, first name:	
Personnel N°:	
Position:	

Reporting officer 2 (Chairperson of the Executive Board)

Name, first name:	
Position:	

2. Personal details of the probationer

First name:	
Name:	
Grade and step:	
Tel.:	
Place of employment:	



3. Probationary report

3.1. Planned objectives for the reference period

Objectives

3.2. Capacities

* Aptitude to carry out the current tasks and to achieve the fixed objectives [Efficiency]	Satisfactory <input type="checkbox"/> .	Insufficient <input type="checkbox"/> .
* Aptitude for management [Competencies]	Satisfactory <input type="checkbox"/> .	Insufficient <input type="checkbox"/> .
* Personal commitment, working with others [Conduct in the service]	Satisfactory <input type="checkbox"/> .	Insufficient <input type="checkbox"/> .

3.3. Breaks in the service (length and reasons)

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3.4. General comments

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4. Recommendation of the reporting officers at the end of the probationary period

* Confirmation on his/her functions	<input type="checkbox"/>
* Probationary period to be extended	<input type="checkbox"/>
* Appointment to be terminated at the end of the probationary period	<input type="checkbox"/>

5. Final approval

5.1. Reporting officers' signature

Date of dialogue:

Signed by	DATE
Signed by	DATE

5.2. Probationer's signature

YOU MAY ENTER ANY COMMENTS YOU WISH TO MAKE ABOUT YOUR APPRAISAL IN THE SECTION BELOW.

If you are not in agreement with the content of the report or some of its aspects and do not wish to accept it, you will use this section to ask, within 8 working days, to ask that the Committee be apprised; and it, by specifying the reasons for such a request.

Additional comments

Please sign and send the report to the reporting officers within 8 working days.

Signed by	DATE
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**6. Appeal procedure**

Transmission of the report to the Appeal Assessor*

* Appeal Assessor other than reporting officer will be nominated by the Management Board

Transmission to the Management Board and opinion

Final Decision of the Chairperson of the Executive Board:

Confirmation in his/her functions

Appointment to be terminated at the end of the probationary period

Comments if the opinion of the chairperson of the departs from that of the management board

ABILITIES REQUIRED TO APPLY FOR A MANAGEMENT POST

I – The core abilities are:

- General *management* skills, including:
 - The ability to set and revise objectives for the Agency within the overall strategic framework of the FRA.
 - The ability to determine and focus on priorities and to monitor and evaluate the progress made towards achieving the objectives set, in cooperation with the staff.
 - The ability to choose co-workers suited to the efficient pursuit of the Agency's objectives.
 - The ability to empower members of the team while ensuring that they understand what is expected of them and how their work contributes to the Agency's objectives.
 - The ability to motivate members of the departments to achieve the desired results and also to enable them to achieve their objectives and greatest potential.
- *Communication skills*
 - Ability to communicate clearly and present complex subjects simply, both orally and in writing, to the members of the staff.
- *Interpersonal skills*
 - Ability to deal with people effectively and courteously and to build productive and cooperative working relationships with departments and colleagues.
- *Negotiation skills*
 - Ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved.

II - **Technical qualifications** include points of the following type:

- *Familiarity with administrative, financial and oversight issues.*
 - Staff members must have a good knowledge of the administrative and financial circuits within the FRA and, ideally, experience of them. Knowledge of the relevant procedures would clearly be an additional asset. A high degree of competence in handling budgetary resources could be of key importance, depending on the post in question.

III - **Specialist knowledge** comprises points such as:

- *Knowledge of Community policies, languages, legislation and programmes, where relevant to the post in question*

Occupying a Director post efficiently and effectively requires possession of these competencies to a high degree. The relative weighting of the various elements will depend largely on the particular features of each post.



MANAGEMENT PROBATIONARY PERIOD REPORT

1. REPORT DETAILS

1.1. Evaluation period

Reporting period: from: to

1.2. Reporting officers

Reporting officer 1 (representative of the Commission):

Name, First name	
Institution	
Staff number	
Function	

Reporting officer 2 (Chairperson of the Executive Board)

Name, First Name	
Institution	
Function	

2. PERSONAL DATA OF THE APPRAISEE

Name, first name	
Grade and step	
Function	



3. MANAGEMENT COMPETENCIES

MANAGEMENT COMPETENCIES				
	Good	Average	Insufficient	Motivation
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of people (i.e. capacity to motivate and delegate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fixing objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery of results (where appropriate, management of finance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication (and where appropriate, negotiating skills)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. DECISION OF THE REPORTING OFFICERS

Positive appraisal for the ability to manage

Extension of the management probationary period

Date:

Signature of the reporting officers