

**HONG KONG BAPTIST UNIVERSITY**  
**Human Resources Office**

**STRICTLY CONFIDENTIAL**

**HRO/REW/F217**

**Recommendation for Re-appointment or Confirmation on Contract Completion**

*Notes: The completed form will be filed with the staff member's personal file throughout his/her entire service at the University. In compliance with the Personal Data (Privacy) Ordinance, its content may need to be disclosed to the staff member concerned upon request. The name and identity of the appraiser will, however, be protected under all circumstances.*

**I. Particulars of Staff under Review**

Name : \_\_\_\_\_ Staff ID : \_\_\_\_\_  
Post : \_\_\_\_\_ Department/Office : \_\_\_\_\_  
Contract Period : \_\_\_\_\_ (Y/M/D) to \_\_\_\_\_ (Y/M/D) Salary Level : HK\$ \_\_\_\_\_ /month

**II. Recommendation by Head of Department/Office**

Band & Salary Range

Band : \_\_\_\_\_ (Salary Range : HK\$ \_\_\_\_\_ to HK\$ \_\_\_\_\_)

My recommendation towards expiry of his/her current contract is :

☐ To offer re-appointment for the period from

\_\_\_\_\_ to \_\_\_\_\_;

Salary recommended : HK\$ \_\_\_\_\_

☐ fixed for the entire contract period

☐ with salary review (for 2-year & above appointment)

Source(s) of Funding :

☐ UGC Fund

☐ Earmarked Grants \_\_\_\_\_

☐ Private Fund \_\_\_\_\_

☐ Others \_\_\_\_\_

☐ A/C No. (if available) : \_\_\_\_\_

*For one year & above appointment :*

☐ with 10-15% gratuity

☐ with 10% gratuity

☐ with 8.5% gratuity

**[Unless specified otherwise, the benefits package to be provided will be in line with the University policy.]**

☐ Completion of compulsory compliance training  
(for re-appointment)

Special terms, if any :

*(For initial appointment which is not made through open recruitment, it is normally necessary to follow regular advertising and recruitment procedures if the staff member's total period of service including the recommended period of re-appointment exceed 6 months. In such case, please fill in the Request for Filling of Post - HRO/RCT/F200.)*

☐ Not to offer re-appointment upon expiry of current contract

**Notes on Long Service Payment :**

*If an appointee who has been continuously appointed for a period of not less than 5 years immediately prior to the expiry of his/her contract is not offered any further renewal of appointment, he/she shall be provided with long service payment according to the Employment Ordinance. For appointee who is not provided with contract-end gratuity (which can be used to offset long service payment), the Department/Office will need to make provision for long service payment once his/her total appointment period with the University reaches 5 years or above upon re-appointment.*

**To be completed by Human Resources Office :**

☐ No, total appointment period will be less than 5 years

☐ Yes, total appointment period will reach/have reached 5 years

**III. Performance Review (optional for non-renewal cases)**

Comments on the performance of the staff member may include: ability in discharge of duties, quality of work, work attitude, competency of work-related skills, sense of responsibility, initiative, relationship with colleagues, and areas for further development / improvement, etc. (Please use the space overleaf if necessary)

**(For appointment of 1 year and above, please attach the relevant Performance Planning and Review Form.)**

Recommended by :

Endorsed by :

Approved by :

Head of Dept/Office

Date

VP/PROT/Dean

Date

VPAS/ P/VC

Date