



EMPLOYEE PERFORMANCE EVALUATION FORM

PART 1. Basic Information (To be completed by the supervisor)			
Name	Title of Post	Level	At this post since
Grade of post	Since employed	Appointment type	
Department	Period covered by report: From: _____ to: _____		

<p>PART 2. – Working Plan – Setting Objectives, Key Assignments, Training Plans and Related Competencies (To be completed by the Supervisor and the Staff Member)</p>	<p>PART 4 – Performance Evaluation (To be completed by the Head of department / In-charge Section)</p>	
<p>2.1 At the beginning of the reporting period, and after discussion with the Staff Member, the Supervisor lists, in descending order of priority, the key assignments and objectives planned for the period, usually 5-8 objectives. The objectives should be stated in a SMART [1] format, which clearly indicates how success will be measured, normally in terms of quality, quantity, deadline or cost. It is an opportunity to document the experience, assess the strengths and weaknesses and identify priorities for the coming years.</p>	<p>At the end of the reporting period, the Staff Member and the Supervisor evaluate the achievements by indicating if the objectives were fully met, partially met or not met, and add brief comments as necessary.</p>	
	4.1a Assessment and comments by Staff Member	4.1b Evaluation and Comments by Supervisor

<p><u>This assignment applies only to Supervisors.</u></p> <p>a) At the beginning of the reporting period, complete departments work plans and part 2.1 of the PER for all Supervisees.</p> <p>b) During the reporting period, meet with supervisees to review individual objectives and performance.</p> <p>c) At the end of the reporting period, complete PERs of all supervisees. Competencies: Planning, Setting Standards, Monitoring, and Coaching</p>			
<p>Before initiating below, the Supervisor and the Staff Member should agree on a date for their first performance-related discussion (see Part 4.1 below)</p>			
Date:	Staff Member's initials:	Supervisor's initials:	Planned date for first performance discussion:

<p>PART 2. –CONTINUED – JOB-RELATED LEARNING & TRAINING NEEDS ASSESSMENT AND EVALUATION</p> <p>(To be completed by the Supervisor and the Staff Member)</p>		
<p>Recommendation for Competency Development: Immediately after setting the above objectives & key assignments, the Supervisor, in consultation with the Staff, should recommend any learning/training that is required by the staff member to perform evolving functions, or enhance performance of any of the above tasks.</p>		
<p>2.2 List below the specific recommended learning activities, the task (s) to be performed, the expected results, the costs if any, and the expected date for completion of the learning or training activity. Like objectives in 2.1, these should be written in a SMART objective format</p>	<p>At the end of the reporting period, comment on whether the learning/training activities were undertaken and its impact on performance.</p>	
	<p>4.1a Assessment and comments by Staff Member</p>	<p>4.1b Evaluation and comments by Supervisor</p>

PART 3 – MAJOR ASSIGNMENTS ADDED OR DELETED DURING THE REPORTING PERIOD
 (To be completed by the Supervisor and the Staff Member)

1. SMART = Specific, Measurable, Achievable, Realistic, Time-bound

During the reporting period the Supervisor indicates what <u>major</u> assignments were added or deleted, if any. (The Staff Member should initial and date each entry.)	4.1a Assessment and comments by Staff Member	4.1b Evaluation and comments by Supervisor
(x) Competency:		
(x) Competency:		

PART 4 – PERFORMANCE DISCUSSIONS / WORKPLAN REVIEW *(To be completed by the Supervisor and the Staff Member)*

4.1 Performance-related discussions are essential between staff and supervisors to assess performance and progress of the work plan. Besides discussions at the beginning and end of the reporting period, there must be at least two other performance discussions during the reporting period. List below the dates on which such discussions were held.

First performance discussion: date to be set upon completion of Parts 2.1 and 2.2 and should be within the first 3 months of the reporting period.

(1) Date: _____ Supervisor’s and Staff Member’s initials: _____

Second performance discussion: date to be set immediately following first performance discussion.

(2) Supervisor’s and Staff Member’s initials: _____

4.2 GENERAL COMMENTS: Comment for example, on overall workload; on the assignments undertaken, job description and the category/level of the Staff Member, on any other factor(s) (e.g. learning/training needs) which might have helped or hindered their achievement. Comment also on the quality and frequency of performance-related discussions.	
4.2a Staff Member's comments: Staff Member's initials and date:	4.2b Supervisor's comments: Supervisor's initials and date:

PART 5 – PERFORMANCE RATING BY THE SUPERVISOR (To be completed by the Supervisor after discussion with the Staff Member)

Competency ratings are an amplification of the assessment of the staff member's accomplishments in Part 4 above. Please use the following rating scale to assess how the staff member applied each of the competency areas listed below in performing his/her key assignments, objectives and overall duties and responsibilities. A performance rating of 3 represents that staff "fully met expectations".		
RATING SCALE: The following ratings are used to describe a level of performance by the Staff Member which, on balance, throughout the entire reporting period:		
5	- in many instances, continuously and substantially exceeded expectations	
4	- frequently exceeded expectations	
3	- fully met expectations	
2	- met most expectations, however, there is room for improvement	
1	- met few expectations	
Competency Areas	RATING	COMMENTS
	Use only whole numbers from 1 to 5	All performance ratings, particularly ratings of 1, and 5 must be substantiated by comments and/or examples, and supported by the evaluation of the staff member's performance in Section 2 above.
5.1 TECHNICAL KNOWLEDGE: Exercises relevant expertise or utilizes knowledge of a technical nature that requires specific training, experience, and education relevant to UHS work and one's specific functional area. (Understanding and creativity in applying technical and professional knowledge, skills and expertise required for the job. Degree to which the staff member stays abreast of latest developments).		

<p>5.2 PLANNING, SETTING STANDARDS, AND MONITORING WORK (QUALITY OF WORK): Sets clear and realistic objectives for work plans and programmes. Monitors performance against objectives. Meets established productivity standards, deadlines and work schedules. Accomplishes accurate work with minimal assistance or supervision (Productivity in terms of accuracy, attention to detail, efficiency, and effectiveness).</p>		
<p>5.3 DRIVE FOR RESULTS (QUANTITY OF WORK): Effectively translates ideas into actions. Has a drive to implement goals & objectives, to accomplish tasks, ensuring the end-results are delivered before deadlines. Makes things happen through perseverance & tenacity. Achieves quantifiable & measurable results. Identifies areas for improvement & takes necessary steps to implement those changes. (Productivity in terms of the amount of work completed, speed of work & ability to meet deadlines).</p>		
<p>5.4 INITIATIVE/JUDGMENT: Takes effective action without being told. Analyzes problems and suggests effective solutions. Develops realistic plans to accomplish assignments.</p>		
<p>5.5 TEAM WORK: Cooperates and works effectively with others in the pursuit of common goals. Promotes and demonstrate trust, mutual respect and a cooperative work environment. Understands the organization's policies, procedures, goals, and purpose as required for the job. (Effectiveness in working harmoniously with other staff members, or with other persons outside the organization)</p>		
<p>5.6 INNOVATION / CHANGE: Is receptive to new ideas. Adapts to new situations and changes in the work environment. Identifies opportunities to improve work processes. Demonstrates creativity and contributes new ideas.</p>		

<p>5.7 COMMUNICATION: Effectively presenting thoughts and ideas in a clear, concise, and readily understood manner. Listens to and acknowledges others perspectives and views. Conveys work-related information and ideas to others in oral and / or written communications effectively. Convey information and explain problems that arise in the course of the job by using clear and concise communication.</p> <p>Comment on the Staff Member's use of more than one working language. (If difference exists between oral and written ability, please describe).</p>		
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PART 5 cont'd – PERFORMANCE RATING BY THE SUPERVISOR

<p>5.6a GENERAL COMMENTS – Supervisor:</p> <p>Comments, for example, on the Staff Member's overall performance and on any strengths, competencies or qualities which he/she has (e.g. creativity, leadership) which are particularly noteworthy. Also indicate any competencies, which, is strengthened, would enhance his/her performance.</p>			
<p>5.6b PERFORMANCE FEEDBACK:</p> <p>To what extent were the above brought to the attention of the Staff Member during the reporting period?</p>			
<p>*If the evaluation is rated Satisfactory, it is strongly recommended that the evaluation meeting between the supervisor and employee include the development of goals and objectives for the upcoming performance period.</p>			
<p>Supervisor's name:</p>	<p>Title:</p>	<p>Signature:</p>	<p>Date:</p>

PART 6 –STAFF MEMBER’S REVIEW OF RATINGS/ASSESSMENT BY SUPERVISOR

<p>6.1 AGREEMENT WITH RATINGS – Staff Member:</p> <p>(a) Do you agree with the ratings and comments given by your Supervisor in Part 5 above? Check one box.</p> <p>(b) If you do not agree with your Supervisor’s assessment, please identify the ratings/comments with which you disagree and briefly explain why.</p> <p>6.2 GENERAL COMMENTS – Staff Member:</p> <p>Comment, for example, on your overall performance and on any relevant strengths, competencies or qualities which you possess (e.g. creativity, Leadership etc.) which you feel are particularly noteworthy. Also indicate any attributes, competencies, etc. which, if strengthened, would enhance your performance</p>	<p>(a) <input type="checkbox"/> Entirely</p> <p>(b) <input type="checkbox"/> Mostly</p> <p>(c) <input type="checkbox"/> To some extent</p> <p>(d) <input type="checkbox"/> Not at all</p>
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PART 7 – REVIEW/COMMENTS BY THE SECOND REPORTING OFFICER

Note: The Supervisor must not act as the Second Reporting Officer.

<p>7.1 GENERAL COMMENTS – Second Reporting Officer:</p> <p>Comment on your familiarity with the staff member’s work; the consistency and reasonableness of the ratings and comments given by the Supervisor; and any significant statement(s) made by the Staff Member.</p>	
<p>7.2 Was the completion of the PER unduly delayed by either yourself, the STAFF Member or the Supervisor?</p> <p>If “Yes”, what was/were the reason(s) and what action has been/will be taken to prevent future delays?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Second Reporting Officer’s name: _____ Title: _____ Signature: _____ Date: _____</p>	

PART 8 – FINAL REVIEW AND SIGNATURE BY STAFF MEMBER AND SUPERVISOR

<p>8.1 Signatures: The Staff Member’s and Supervisor’s signatures are acknowledgement that they have received a copy of this report. It is not an indication on their part of whether or not they agree with its contents. No further comments should be added at this point.</p>	<p>Supervisor’s Signature and Date:</p> <p>Staff Member’s Signature and Date:</p>
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The process is now complete. Unless the Staff Member indicates in Part 8.2 below that he/she intends to issue a statement of explanation or a rebuttal, this PER will be placed on his/her official status file.

<p>8.2 EXPLANATION/FORMAL REBUTTAL:</p> <p>I am aware that, i may, within 30 days of signing part 8.1 of this report, either (a) submit a statement of explanation or (b) submit a formal rebuttal.</p>	<p><input type="checkbox"/> I intend to submit a statement of explanation: or</p> <p><input type="checkbox"/> I intend to submit a formal rebuttal.</p> <p>Staff Member’s Initials and Date:</p>
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