**OFFICE OF THE HEAD OF CIVIL SERVICE**

**RECRUITMENT, TRAINING AND DEVELOPMENT DIRECTORATE**

**ASSESSMENT TEMPLATE**

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| **Appraisal Period: From 2nd January,** |  | **To 31st December,** |  |

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| SECTION 1 - A: Personal Information |
| Title: Mr. Mrs. Ms. Other (Pls. specify):  Surname: First Name:  Other Name(s):  Gender: Male Female  Ministry/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department/ Division: |
| SECTION 1 - B: Supervisor’s Information |
| Title: Mr. Mrs. Ms. Other (Pls. specify):  Surname: First Name:  Other Name(s):  Grade:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Job Title : |
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| SECTION 2: PERFORMANCE PLANNING FORM |
| To be agreed between the Supervisor and the EPL fellow at the start of National Service.   |  |  |  | | --- | --- | --- | | FOCUS AREAS  (**Not more than** 3 - **To be drawn from Directorate/Department/Unit Action Plans and Fellows Job Description**) | TARGETS  (Results to be achieved, should be specific, measurable, realistic and time-framed) | RESOURCES REQUIRED | |  |  |  |  |  |  |  | | --- | --- | --- | |  |  |  | | APPRAISEE’S SIGNATURE | APPRAISER’S SIGNATURE | |

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| SECTION 3: Mid-Year Review |
| This is to be completed in February by the Supervisor and EPL Fellow     |  |  |  |  | | --- | --- | --- | --- | | **NO.** | **TARGET** | **STATUS OF WORK**  ***Brief description of status of work should be provided. Phrases such as Ongoing/Target met” are NOT acceptable*** | **REMARKS/WAY FORWARD** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

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| SECTION 4: END OF NATIONAL SERVICE FELLOW’S SELF ASSESSMENT |
| 1. **On a scale of 1-5 how would you rate your performance during the year?**   **5-Excellent 4- Very Good 3- Good 2- Satisfactory 1 - Unsatisfactory**  **1b. Give two (2) reasons for your rating selected.**  **2. Indicate any extra work you accomplished in addition to your agreed targets.**   |  | | --- | |  |   **3. Which Focus/Work Area did you find most difficult to achieve, and why?**   |  | | --- | |  |   **4. Briefly describe how the training completed/undertaken impacted your work output and the Institution.**   |  | | --- | |  | | FELLOW’S SIGNATURE | |  | | DATE (dd/mm/yyyy) | |

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| SECTION 5: END OF NATIONAL SERVICE ASSESSMENT (To be completed by Supervisor during meeting with Fellow) |
| A Total Score of 60 is to be awarded based on the performance of the EPL fellow on all targets. A score of 40 is allocated based on Competencies demonstrated.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **(Q) PERFORMANCE ASSESSMENT (60)** | | | | | | **NO** | **TARGETS** | **PERFORMANCE ASSESSMENT** | **SCORE AWARDED** | **SUMMARY OF KEY ISSUES IDENTIFIED & NEXT STEPS** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | **SUBTOTAL (Q)** | | | | | |

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| COMPETENCIES ASSESSMENT |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NO.** | **(C) COMPETENCIES (40)** | | **SCORES** | **SCORE AWARDED** | |  | **Administration** –  Ability to effectively plan, organize and efficiently handle activities and eliminate unnecessary activities | | * 4 |  | |  | **Knowledge of Work –**  Consider skill level, knowledge and understanding of all phases of the job and those requiring improved skills and/or experience. | | * 4 |  | |  | **Communication** –  Measures effectiveness in listening to others, expressing ideas, both orally and in writing and providing relevant and timely information to management, co-workers, subordinates and customers. | | * 4 |  | |  | **Teamwork** –  Measures how well this individual gets along with fellow employees, respects the rights of other employees and shows a cooperative spirit. | | * 4 |  | |  | **Decision Making/Problem Solving** –  Measures effectiveness in understanding problems and making timely, practical decisions. | | * 4 |  | |  | **Independent Action** –  Measures effectiveness in time management; self-initiative and independent action within prescribed limits. | | * 4 |  | |  | **Job Knowledge** –  Measures effectiveness in keeping knowledgeable of methods, techniques and skills required in own job and related functions; remaining current on new developments affecting SPSU and its work activities. | | * 4 |  | |  | **Leadership** - Measures effectiveness in accomplishing work assignments through collaborations; establishing challenging goals; coordinating effectively; promoting innovation and team effort. | | * 4 |  | |  | **Managing Change and Improvement** - Measures effectiveness in initiating changes, adapting to necessary changes from old methods when they are no longer practical, identifying new methods and generating improvement in facility's performance. | | * 4 |  | |  | **Customer Responsiveness** - Measures responsiveness and courtesy in dealing with internal staff, external customers and vendors; employee projects a courteous manner. | | * 4 |  | |  | | **SUBTOTAL .(C)** | | | |  | | **OVERALL TOTAL (Q+C)** | | |  |  | | --- | |  | | FELLOW’S SIGNATURE | |  | | DATE (dd/mm/yyyy) |  |  | | --- | |  | | APPRAISER’S SIGNATURE | |  | | DATE (dd/mm/yyyy) | |

OVERALL ASSESSMENT

PERFORMANCE ASSESSMENT **(Q** = ----------------------------------------------

COMPETENCIES ASSESSMENT**(C)** = ---------------------------------------------

**OVERALL ASSESSMENT/SCORE = Q+C = ----------------------------------------------**

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| SECTION 9: Fellow’s Comments |
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| SECTION 10: Supervisor’s Comments |
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