**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.

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| 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  |
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| 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

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| **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.**

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**3. Which Focus/Work Area did you find most difficult to achieve, and why?**

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**4. Briefly describe how the training completed/undertaken impacted your work output and the Institution.**

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| FELLOW’S SIGNATURE  |
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| 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.

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| **(Q) PERFORMANCE ASSESSMENT (60)** |
| **NO** | **TARGETS** | **PERFORMANCE ASSESSMENT** | **SCORE AWARDED** | **SUMMARY OF KEY ISSUES IDENTIFIED & NEXT STEPS** |
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| **SUBTOTAL (Q)** |

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| COMPETENCIES ASSESSMENT |
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| **NO.** | **(C) COMPETENCIES (40)** | **SCORES** | **SCORE AWARDED** |
|  | **Administration** – Ability to effectively plan, organize and efficiently handle activities and eliminate unnecessary activities | * 4
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|  | **Knowledge of Work –** Consider skill level, knowledge and understanding of all phases of the job and those requiring improved skills and/or experience. | * 4
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|  | **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
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|  | **Teamwork** – Measures how well this individual gets along with fellow employees, respects the rights of other employees and shows a cooperative spirit. | * 4
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|  | **Decision Making/Problem Solving** – Measures effectiveness in understanding problems and making timely, practical decisions. | * 4
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|  | **Independent Action** – Measures effectiveness in time management; self-initiative and independent action within prescribed limits. | * 4
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|  | **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
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|  | **Leadership** - Measures effectiveness in accomplishing work assignments through collaborations; establishing challenging goals; coordinating effectively; promoting innovation and team effort. | * 4
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|  | **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
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|  | **Customer Responsiveness** - Measures responsiveness and courtesy in dealing with internal staff, external customers and vendors; employee projects a courteous manner. | * 4
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|  | **SUBTOTAL .(C)**     |
|  | **OVERALL TOTAL (Q+C)**     |

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| FELLOW’S SIGNATURE |
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| DATE (dd/mm/yyyy) |

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| APPRAISER’S SIGNATURE |
|  |
| DATE (dd/mm/yyyy) |

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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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| NAME AND SIGNATURE  |

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