

**WORK PLANNING AND REVIEW FORM**  
*(For P&S POSITION CATEGORIES)*

**For the period:** \_\_\_\_\_ **to** \_\_\_\_\_

**Agency:**

**Name of the Employee:**

**Employee ID No:**

**Name of the Supervisor:**

**Position Title:**

<p>These performance outcomes are to be made priorities for the next one year. To be completed jointly by the supervisor and the employee at the beginning of the work planning cycle. Use the employee's job description and annual work plan as guidelines.</p>	<p>Each performance output maybe reviewed as and when required.</p>	<p>No ratings are required in this phase. Provide remarks on the progress of the employee in meeting each performance output</p>
<p><b>Expected Performance Output</b></p>	<p><b>Remarks of the Employee:</b></p>	<p><b>Remarks of the Supervisor:</b></p>
<p><b>Output I:</b></p>		
<p><b>Output II:</b></p>		
<p><b>Output III:</b></p>		
<p><b>Output IV:</b>          .....          .....          .....</p>		

*(Use additional sheet if required)*

## IDENTIFICATION OF CORE COMPETENCIES

### Instructions

The core competencies are the special skills/qualities required to fulfill the roles and responsibilities of the position. The supervisor and the employee should jointly identify four core competencies relevant to the employee's position in addition to the three, which are fixed.

<b>Agreed Core Competencies</b>
1. Integrity
2. Attitude
3. Punctuality
4.
5.
6.
7.

**(Signature of the Employee)**

**(Signature of the Supervisor)**

**SUMMATIVE PERFORMANCE REVIEW FORM**

*(FOR P & S POSITION CATEGORIES)*

For the period \_\_\_\_\_ to \_\_\_\_\_

---

**Employee/ Supervisor Information**

**Name of Agency :**

**Name of the Employee:**

**Employee ID No:**

**Position Title:**

**Position Level:**

**Major Occupation Group:**

**Sub Group:**

**Name of the Supervisor:**

**Position Title of the Supervisor:**

---

**Process:** In the first instance, the employee is to complete the summative Performance Review Form as best they can with reference to the Work Planning and Review Forms. Performance Outputs and Core Competencies are to be listed/described and a 'self-rating' given along with supplementary information where necessary. Note: while rating the performance outputs, both quality and quantity aspects must be considered. When complete, the form is then submitted to the supervisor. The Supervisor will review the form and make appropriate notes. A meeting between the supervisor and employee is then arranged to discuss summative review form in more detail and ratings. The 'final rating' is to be approved and returned down by the supervisor.

**RATINGS ON PERFORMANCE FACTORS**  
**(Use additional sheets if required)**

<i>(Ratings should pertain to Performance Outputs as outlined in Work Planning and Review Forms. Add additional outputs as necessary)</i>	<b>Employee self-rating:</b>	<b>Final rating (Supervisor):</b>
<b>PERFORMANCE OUTPUT I:</b>		
<b>PERFORMANCE OUTPUT II:</b>		
<b>PERFORMANCE OUTPUT III:</b>		
<b>PERFORMANCE OUTPUT IV:</b>		
<b>PERFORMANCE OUTPUT V:</b>		
<b>PERFORMANCE OUTPUT VI:</b>		
<b>Divide ‘Total Final Rating’ by number of individual final rating 5 =</b>	<b>TOTAL FINAL RATING:</b>	
	<b>AVERAGE RATING (A):</b>	

**(Signature of the Employee)**

**(Signature of the Supervisor)**

**RATINGS ON CORE COMPETENCIES**

<b>Core Competency</b>	<b>Employee Self-rating</b>	<b>Final Rating (Supervisor)</b>
<b>1. Integrity</b>		
<b>2. Attitude</b>		
<b>3. Punctuality</b>		
<b>4.</b>		
<b>5.</b>		
<b>6.</b>		
<b>7.</b>		
<b>Divide “ Total Final Rating’ by 7=</b>	<b>TOTAL FINALRATING:</b>	
	<b>AVERAGE RATING (B):</b>	

**(Signature of the Employee)**

**(Signature of the Supervisor)**

## **DEVELOPMENT NEED OF THE EMPLOYEE**

**Comments by the Employee**

(Comment on some of your special achievement and on areas that you need to improve)

**(Signature of the Employee)**

**Comments by Supervisor:**

( Comments on the special achievements and/or development needs of the employee and suggest some measures to improve the performance of the employee)

**(Signature of the Supervisor)**

**THE APPRAISAL MEETING WITH THE EMPLOYEE IS CONCLUDED AT THIS POINT.**

**THE HR OFFICER SHALL COMPLETE THE FINAL RATINGS CALCULATIONS BELOW, AND SUBMIT TO THE CHIEF EXECUTIVE OFFICER**

**FINAL RATINGS CALCULATION:**

Average Rating (A): .....60% weightage +  
Average Rating (B): .....40% weightage = Final Rating (C): .....  
Calculation;  $(A \times 0.6) + (B \times 0.4) = C$

If C =[ tick appropriate box to confirm Final Rating]

3.50- 4.00 Outstanding

1.50-2.49 Good

2.50- 3.49 Very Good

0- 1.49 Improvement Needed

\_\_\_\_\_  
Name and Signature of HR Officer

Comments, if any, on the general performance and potential of the employee

\_\_\_\_\_  
(Name and Signature of Chief Executive Officer)