

## The Bureau of Public Service System PERFORMANCE EVALUATION FORM

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GENERAL INFORMATION					
Employee Name:		Ministry/Bureau:			
Position Title:		Type of Evaluation:	☐ Annual ☐ Post-Probation ☐ Quarterly ☐ Periodic ☐ Other:		
Position Type:	Choose One	Period Covering:	From To		

RATING DEFINITIONS		
4 - Exceptional	Sustained exceptional performance. Achievements are clearly the best among peers or have significance to project outcomes.	
3 - Good	Consistently exceeds established standards. Performance is significantly better than average.	
2 - Satisfactory	Performance satisfies the requirements of the job. Performance meets standards set for the position on a consistent basis.	
1 - Unsatisfactory	Performance does not meet and/or fails standards established for the job. Significant performance improvement needed. Performance at this level could lead to adverse action.	

## **SECTION ONE: DUTIES & RESPONSIBILITIES:**

Instructions: Supervisor and employee to review "Duties & Responsibilities" of employees' current Position Description and rate employees' knowledge and ability to perform the duties outlined in the PD. Please attach the PD used in the evaluation to this form. Supervisor should have Employee rate self in the "Self Appraisal by Employee" column first, then Supervisor to enter the rating. Both employee and supervisor to include written comments to justify ratings if needed.

	Rating See above for rating definitions. Enter the numerical rating in the appropriate column.		COMMENTS	
	Self Appraisal by <u>Employee</u> (1 – 4)	Supervisor (1 – 4)		
			Employee:	
Job Knowledge			Supervisor:	
			Employee:	
Job Performance <u>based on Key</u> <u>Duties and Responsibilities</u> outlined in the Position Description (attached)			Supervisor:	
SUPERVISOR'S POSITION/JOB DESCRIPTION CERTIFICATION: By checking this box, I certify that the position description on file for this employee's position is NOT current and needs to be updated. A revised position description will be submitted to the Bureau of Public Service System within one month from signing this form.				
<b>EMPLOYEE'S POSITION DESCRIPTION CERTIFICATION:</b> By checking this box , I certify that the job description on file for my position is <b>NOT</b> current and needs to be updated.				

## **SECTION TWO: PERFORMANCE COMPETENCIES:**

**Instructions:** Employee and Supervisor both enter the score which most adequately describes the employee's ability to demonstrate the performance competencies listed. Use **Appendix A** if there are comments by both Employee and Supervisor; OR if rating is 4 (exceptional). Please see rating definitions above.

TO BE COMPLETED FOR ALL POSITIONS				
		Rating See above for rating definitions. Enter the numerical rating in the appropriate column.		
Performance Competencies	Self Appraisal by Employee (1 – 4)	Supervisor (1 – 4)		
<b>ATTENDANCE/WORK HABITS:</b> Appropriate use of leave, consideration of work load, prompt, appropriate notification of tardiness, maintains required hours, effective use of time.				
<b>COOPERATION:</b> Ability and willingness to work with associates, superiors and others outside the workplace (i.e. customers, other agencies, etc.) Develops cooperation while working toward solutions and goals.				
ADAPTING TO CHANGE: Responds positively to change, showing willingness to learn new ways to accomplish work.				
<b>COMMUNICATION:</b> Ability to communicate effectively orally & in writing to associates, superiors, and others outside the workplace (i.e. customers, other agencies, etc.) Uses appropriate channels, assumes responsibility for communicating to superiors/coworkers. Shares relevant information.				
<b>DEPENDABILITY/COMMITMENT TO WORK</b> : Conscientious, responsible, reliable with respect to work completion. Commits fully to the job. Strong work ethic.				
INITIATIVE: Contributes new ideas; able to work independently toward approved goals; able to take initiative to complete work without being told; Improves working skills and abilities.				
<b>INTEGRITY:</b> Is widely trusted; is seen as a direct truthful individual, can present the unvarnished truth in an appropriate and helpful manner, keeps confidences, admits mistakes, doesn't misrepresent him/her self for personal gain.				
<b>LEARNING ABILITY</b> : Readily grasps job requirements. Has a clear understanding of facts or factors pertinent to the job.				
<b>PRODUCTIVITY</b> : Demonstrated accomplishment, volume of work. Submits assignments timely. Operates with a clear sense of priorities.				
QUALITY OF WORK: Thoroughness, accuracy and neatness of work. Committed to continuous improvement efforts. Takes appropriate action to reduce errors.				
SAFETY AWARENESS: Contributes to and encourages a safe work environment. Follows safety rules, follows good practices, takes proper care of equipment.				
TOTAL POINTS:				
The following categories apply only to SUPERVISORY, MANAGERIAL and/or PROFESSIONAL	LEVEL positions	S.		
Performance Competencies	Self Appraisal (1 – 4)	Supervisor (1 – 4)		
<b>ATTENDANCE AT TRAINING:</b> Attends supervisory-related training provided by the BPSS and/or Government.				
<b>LEADERSHIP SKILLS:</b> Employee successfully demonstrates appropriate leadership skills to motivate and encourage employees to be more productive; realizes and complements accomplishments of staff; forward thinking and fosters such abilities in his/her staff; able to recognize and foster potential in his/her staff.				
<b>MANAGING SUBORDINATES:</b> Effective in evaluating, communicating to, and developing subordinates; to ensure programs and staff under him/her have sufficient funds and proper office tools (equipments) to complete their duties and responsibilities.				
PROBLEM SOLVING/DECISION MAKING CAPABILITIES: Shows capability to analyze and solve problems requiring analytic or innovative thinking.				
VISION/MISSION ALIGNMENT: Articulates and implements the vision and mission of the department and Ministry. Sets high expectations for achieving the mission, and personally demonstrates behavior and activities that symbolize and further that mission. Demonstrates the capacity to maintain the departments direction and consistency in meeting their defined strategic objectives.				
TOTAL POINTS:				

## SECTION THREE - OVERALL SUMMARY RATING BY SUPERVISOR:

Instructions: Check ( $\checkmark$ ) the summary rating that best describes the employee's <u>OVERALL</u> performance as described in Sections One (1) and Two (2). Please utilize the following guidelines in determining the employee's Summary Rating. If an employee is of a supervisory, managerial, and/or professional position, please use "SUMMARY 2" for the total points. Note: Employees may be subject to adverse action if the employee received any "Unsatisfactory" rating in Sections 1 and/or 2, despite the overall summary rating.

SUMMARY 1: FOR NON-SUPERVISORY/MANAGERIAL/PROFESSIONAL POSITIONS:				
Exceptional: 34-44 POINTS and must <u>not have any "Unsatisfactory"</u> ratings in Sections 1 or 2.				
Good: 23-33 POINTS				
☐ Satisfactory: 12-22 POINTS				
Unsatisfactory: 0-11 POINTS				
SUMMARY 2: FOR SUPERVISORY/MANAGERIAL/PROFESSIONAL POSITIONS:				
Exceptional – 49-64 POINTS and must not have any "Unsatisfactory" ratings in Sections 1 or 2.				
Good – 33-48 POINTS				
Satisfactory – 17-32 POINTS				
☐ Unsatisfactory - 0-16 POINTS				
SECTION FOUR: INDIVIDUAL DEVELOPMENT PLAN				
Instructions: Use this section to highlight strengths, weaknesses, and specific goals or projects for the employee. If there are				
areas in Section 1 and/or 2 that were rated as "Unsatisfactory," identify action plan to improve such areas. Use a separate sheet if				
more space is needed. NOTE: This form will be returned to department if this section is incomplete.				
For Supervisor - What do you consider:				
a. his/her strong points or things he/she does well at?				
a. This/fiel strong points of things he/she does well at:				
b. areas he/she could improve on? What steps are being taken to strengthen this (or these) areas for opportunity?				
2. Problem Areas and Action Plan – List any areas that were rated as "Unsatisfactory" and/or just areas that supervisor and				
employee think needs improvement and identify action plan to improve each area.				

3.	Goals, tasks, projects, activities, etc. for the upcoming year these goals and include a timeline to help guide employed	ar. Both supervisor and employee should discuss and list down e:
4.	For Employee - In what ways do you believe that your suprofessional growth on future assignments?	pervisor/manager could help to improve your performance and
SECTIO	ON FIVE – ADMINISTRATIVE REVIEWS:	
EMPLOY	YEE: By signing below, I acknowledge that this evaluation was rev	iewed with me by my supervisor.
Print Nam	ne Signature:	Date:
SUPERV	ISOR/MANAGER/BUREAU HEAD:	
Print Nam	ne Signature:	Date:
AUTHOR	RIZED MANAGEMENT OFFICIAL:	
Print Nam	ne Signature:	Date: