



**ROYAL CIVIL SERVICE COMMISSION
EXECUTIVE PERFORMANCE APPRAISAL
FORM**



For the rating period: _____ to _____

Agency:

Name of the Employee:

Name of the Manager:

Employee ID No:

Position Title:

Position Title:

1. EVALUATION OF PERFORMANCE OUTPUT

A) How would you rate the extent of his/her performance accomplishment in terms of the programmes, projects and their targets for the last six months?

- | | | | |
|------------------------|---|-------------------|----------------------|
| 1. Outstanding | : | 3.5 – 4.00 points | <input type="text"/> |
| 2. Very Good | : | 2.5 – 3.49 points | <input type="text"/> |
| 3. Good | : | 1.5 – 2.49 points | <input type="text"/> |
| 4. Improvement Needed: | : | 0 – 1.49 points | <input type="text"/> |

Substantiate rating with at least one example:

B) How would you rate the quality of his/her work output in the last six months?

- | | | | |
|------------------------|---|-------------------|----------------------|
| 1. Outstanding | : | 3.5 – 4.00 points | <input type="text"/> |
| 2. Very Good | : | 2.5 – 3.49 points | <input type="text"/> |
| 3. Good | : | 1.5 – 2.49 points | <input type="text"/> |
| 4. Improvement Needed: | : | 0 – 1.49 points | <input type="text"/> |

Substantiate rating with at least one example:

C) How would you rate the timeliness of his/her work output in the last six months?

- | | | | |
|------------------------|---|-------------------|----------------------|
| 1. Outstanding | : | 3.5 – 4.00 points | <input type="text"/> |
| 2. Very Good | : | 2.5 – 3.49 points | <input type="text"/> |
| 3. Good | : | 1.5 – 2.49 points | <input type="text"/> |
| 4. Improvement Needed: | : | 0 – 1.49 points | <input type="text"/> |

Substantiate rating with at least one example:

TOTAL RATING: _____

DIVIDE 'TOTAL RATING' BY 3 = AVERAGE RATING (A):_____

2. EVALUATION OF COMPETENCIES

D) Management of Work (it includes among others the ability to plan, prioritize, delegate, monitor, evaluate and decision making skills)

- | | | | |
|------------------------|---|-------------------|----------------------|
| 1. Outstanding | : | 3.5 – 4.00 points | <input type="text"/> |
| 2. Very Good | : | 2.5 – 3.49 points | <input type="text"/> |
| 3. Good | : | 1.5 – 2.49 points | <input type="text"/> |
| 4. Improvement Needed: | : | 0 – 1.49 points | <input type="text"/> |

Substantiate rating with at least one example:

E) Management of People (it includes among others the ability to establish clear vision/direction, promote professionalism, advance career growth of subordinates, motivation of subordinates and effective communications skills)

- | | | | |
|------------------------|---|-------------------|----------------------|
| 1. Outstanding | : | 3.5 – 4.00 points | <input type="text"/> |
| 2. Very Good | : | 2.5 – 3.49 points | <input type="text"/> |
| 3. Good | : | 1.5 – 2.49 points | <input type="text"/> |
| 4. Improvement Needed: | : | 0 – 1.49 points | <input type="text"/> |

Substantiate rating with at least one example:

F) Management of Resources (it includes among others the ability to mobilize resources, effective utilization, proper management of facilities and equipments)

- | | | | |
|------------------------|---|-------------------|----------------------|
| 1. Outstanding | : | 3.5 – 4.00 points | <input type="text"/> |
| 2. Very Good | : | 2.5 – 3.49 points | <input type="text"/> |
| 3. Good | : | 1.5 – 2.49 points | <input type="text"/> |
| 4. Improvement Needed: | | 0 – 1.49 points | <input type="text"/> |

Substantiate rating with at least one example:

G) Management of Linkages (it includes among others the ability to work effectively with other peers of other Agencies/Departments, stakeholders, superiors and clients)

- | | | | |
|------------------------|---|-------------------|----------------------|
| 1. Outstanding | : | 3.5 – 4.00 points | <input type="text"/> |
| 2. Very Good | : | 2.5 – 3.49 points | <input type="text"/> |
| 3. Good | : | 1.5 – 2.49 points | <input type="text"/> |
| 4. Improvement Needed: | | 0 – 1.49 points | <input type="text"/> |

Substantiate rating with at least one example:

TOTAL RATING: _____

DIVIDE ‘TOTAL RATING’ BY 4 = AVERAGE RATING (B): _____

Comments by the Employee (EXCLUDING: SECRETARY)

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

(Signature of the Employee)

Comments by the Manager

(Signature of the Manager)

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

THE MANAGER SHALL COMPLETE THE FINAL RATINGS CALCULATION BELOW, AND FORWARD THE SUMMATIVE REVIEW FORM TO THE SECRETARY OR MINISTER FOR REVIEW AND FINAL APPROVAL.

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 Manager

Approval by Chairperson, HR Committee