



**ROYAL CIVIL SERVICE COMMISSION
WORK PLANNING AND REVIEW FORM
(FOR P & S POSITION CATEGORIES)**



For the period: _____ to _____

Agency:

Name of the Employee:

Name of the Supervisor Manager:

Employee ID No:

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 may be 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 align="center">Expected Performance Output</p>	<p align="center">Remarks of the Employee:</p>	<p align="center">Remarks of Supervisor:</p>
<p>Output I:</p> <p>Output II:</p> <p>Output III:</p> <p>Output IV:</p> <p>.....</p> <p>.....</p>		

(Use additional sheet if required)



ROYAL CIVIL SERVICE COMMISSION
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.

Agreed Core Competencies
1. Integrity
2. Attitude
3. Punctuality
4.
5.
6.
7.

(Signature of the Employee)

(Signature of the Supervisor)



**ROYAL CIVIL SERVICE COMMISSION
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 their supervisor. The supervisor will review the form and make appropriate notes. A meeting between the supervisor and employee is then arranged to discuss the Summative Review Form in more detail and ratings. The 'final rating' is to be approved and written 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>	Employee self-rating:	Final rating (Supervisor):
PERFORMANCE OUTPUT I:		
PERFORMANCE OUTPUT II:		
PERFORMANCE OUTPUT III:		
PERFORMANCE OUTPUT IV:		
PERFORMANCE OUTPUT V:		
PERFORMANCE OUTPUT VI:		
	TOTAL FINAL RATING:	
Divide 'Total Final Rating' by number of individual final ratings by 6 =	AVERAGE RATING (A):	

(Signature of the Employee)

(Signature of the Supervisor)

(Signature of the Manager)

RATINGS ON CORE COMPETENCIES

Core Competency	Employee Self-rating:	Final Rating (Supervisor):
1. Integrity		
2. Attitude		
3. Punctuality		
4.		
5.		
6.		
7.		
	TOTAL FINAL RATING:	
Divide "Total Final Rating" by 7 =	AVERAGE RATING (B):	

(Signature of the Employee)

(Signature of the Supervisor)

(Signature of the Manager)

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:

(Comment 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)

Comments by the Manager:

(Comment 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 Manager)

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

THE HR OFFICER SHALL COMPLETE THE FINAL RATINGS CALCULATION BELOW, AND SUBMIT TO THE HR COMMITTEE

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]:

- | | | | |
|--------------------------------------|-------------|--------------------------------------|--------------------|
| <input type="checkbox"/> 3.50 – 4.00 | Outstanding | <input type="checkbox"/> 1.50 – 2.49 | Good |
| <input type="checkbox"/> 2.50 – 3.49 | Very Good | <input type="checkbox"/> 0 – 1.49 | Improvement Needed |

Name and Signature of HR Officer

Comments by the HR Committee:

(Comment on the general performance and potential of the employee)

(Name and Signature of Chairperson, HR Committee)