

CONFIDENTIAL

PERFORMANCE APPRAISAL FORM

(General)



Republic of Mauritius

MINISTRY/DEPARTMENT:

PERIOD: From to

NAME & GRADE OF APPRAISER:

NAME & GRADE OF NEXT LEVEL SUPERVISOR:

(Before filling in the form, please refer to Guidance Notes on last page and to Booklets on Performance Management in the Civil Service)

Section 1: Personal Data

(to be filled in by appraisee)

SURNAME: Mr, Mrs, Ms (tick as appropriate)

NAME: DATE OF BIRTH:

PRESENT APPOINTMENT:

POSTING - UNIT/DIVISION: DATE:

QUALIFICATIONS: SC/GCE 'O' LEVEL ☐ HSC/ GCE 'A' LEVEL ☐ DIPLOMA* ☐ DEGREE* ☐ OTHERS* ☐
(tick as appropriate)

* Please specify:
.....

TRAINING/SEMINAR/WORKSHOP ATTENDED (Last 3 years) DATE (From – To)

.....
.....
.....
.....

Section 2: For Office Use

(to be filled in by HR section after Final Appraisal)

Attached documents, if any (tick as appropriate)

Overall score for the year:

Additional sheet on Performance Agreement

☐ Whether eligible for increment: Yes ☐ No ☐ N/A ☐
(tick as appropriate)

Performance Improvement Plan

☐ Follow up actions to be taken: (tick as appropriate and give details)

Moderation Remarks

☐ Training Yes ☐ No ☐

Other (give details):

☐ PIP Yes ☐ No ☐

No of PAF(s) during the year

☐ 1 ☐ 2 ☐ 3

☐ Other Yes ☐ No ☐

The above information has been recorded in the performance database.

Name of officer:

Grade:

Signature:

Date:

Section 3: Performance Agreement

(to be agreed upon between appraiser and appraisee at the start of the PMC or following a change in posting, new appointment, etc)

KRAs to be aligned with 'services to be delivered' in PBB, wherever applicable

[illegible]

Appraiser's Signature: Appraiser's Signature: Date:

Section 3: Performance Agreement (Contd)

[illegible]

Appraiser's Signature: Appraiser's Signature: Date:

Section 3: Performance Agreement (Contd)

| | Competencies | Factors |
|----|--|---|
| 1. | Communication | a. Writes in a clear and concise manner. b. Demonstrates effective listening skills. c. Speaks clearly, using appropriate verbal and non verbal language. d. Shares relevant, accurate and up to date information with others, using the range of methods and tools available. |
| 2. | Customer Focus | a. Displays a positive outlook, pleasant manner, courtesy and respect in dealing with both internal and external customers. b. Listens and responds effectively to customers' needs and expectations. c. Develops trust and credibility with customers. d. Uses customer feedback to improve own performance. |
| 3. | Ethical Conduct & Personal Grooming | a. Takes care not to jeopardize the reputation of the organisation and upholds its core values. b. Shows commitment in terms of honesty, loyalty and integrity as specified in the "Code of Ethics for Public Officers". c. Makes use of Government resources responsibly. d. Takes care for personal grooming and office etiquette in order not to cause any embarrassment to others. |
| 4. | Job Knowledge | a. Applies technical or professional knowledge and skills to work situations. b. Keeps abreast of current developments and adapts to new technology. c. Incorporates new learning in related work activities. d. Requires minimal guidance and supervision. |
| 5. | Reliability | a. Shows commitment, dedication and accountability in carrying out allocated tasks. b. Is available whenever required and complies with regulations in force with respect to attendance. c. Makes rational use of leave privileges thereby causing no inconvenience to colleagues and customers. d. Shows willingness to accept additional responsibility as and when required. |
| 6. | Teamwork | a. Puts team success above own interest. b. Participates actively and positively towards achieving team goals. c. Works harmoniously within and across group(s). d. Shows respect for others' views and opinions and values contribution. |
| 7. | Management Skills * | a. Plans, organises and monitors work through efficient and effective use of all resources. b. Coaches and mentors staff to help develop their full potential. c. Demonstrates effective decision making and problem solving skills. d. Inspires respect and trust; leads by example. |
| 8. | Other | |

* Applicable only to officers performing supervisory duties

Appraisee's Signature : Appraiser's Signature: Date:

Section 4: Mid-Term Appraisal

(to be filled in by appraiser during meeting)

A. How satisfied are you with the officer's general performance level with respect to agreed standards?

Very satisfied ☐

Satisfied ☐

Not satisfied ☐

B. Please specify with respect to the officer's Performance Agreement:

(i) Any KRAs/KTs where appraisee performed exceptionally well.

.....
.....

(ii) Any KRAs/KTs where performance was below standards.

.....
.....

(iii) Any competencies where appraisee demonstrated special strength.

.....

(iv) Any competencies which need to be developed further.

.....

C. Has the officer been given feedback on achievements/shortcomings throughout the review period?

Achievements Yes ☐

No ☐

Shortcomings Yes ☐

No ☐

D. Has a Performance Improvement Plan been agreed upon with respect to shortcomings identified above?

Yes ☐

No ☐

N/A ☐

E. Comments of appraiser, if any

.....
.....
.....

F. Comments of appraisee, if any

.....
.....
.....

Appraiser's Signature : Appraiser's Signature: Date:

Section 5: Final Appraisal – Self Assessment

(to be filled in by appraisee)

- A. How was your general performance during the year? Very good ☐ Good ☐ Average ☐
- B. In respect of your KRAs/ KTs, what achievement(s) are you particularly pleased with?
.....
.....
- C. What do you consider to be your major strength(s) with respect to your competencies?
.....
.....
- D. List down any work you accomplished ***in addition*** to your agreed tasks/ responsibilities.
.....
.....
- E. Specify any areas where you could not meet the expected standards and give reasons thereof.
.....
.....
- F. Identify the competencies in which you should develop yourself further.
.....
.....
- G. Select any proposed actions for improving your performance from the list below:
(tick as appropriate and give details)
- | | | |
|------------------------------------|--------------------------|-------|
| 1. Coaching | <input type="checkbox"/> | |
| 2. Training : (i) On-the-job | <input type="checkbox"/> | |
| (ii) Off-the-job | <input type="checkbox"/> | |
| (iii) Self learning | <input type="checkbox"/> | |
| 3. Provision of adequate resources | <input type="checkbox"/> | |
| 4. Better work environment | <input type="checkbox"/> | |
| 5. Other | <input type="checkbox"/> | |
- H. Any other job related issues you wish to highlight.
.....
.....

Appraisee's Signature:

Date:

Section 6: Final Appraisal – Progress Discussed and Recorded

(to be filled in by appraiser during meeting)

Please refer to Guidance Notes for rating mechanism

| KRA/KT Nos. (A1, A2...) | Rating | COMPETENCIES | Rating |
|--------------------------|--------|---|--------|
| | | 1. Communication | |
| | | 2. Customer Focus | |
| | | 3. Ethical Conduct & Personal Grooming | |
| | | 4. Job Knowledge | |
| | | 5. Reliability | |
| | | 6. Teamwork | |
| | | 7. Management Skills (if applicable) | |
| | | Other | |
| | | Total score | |
| | | COMPUTATION <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> $\frac{\text{Total score of Key Tasks}}{\text{Number of Key Tasks}} = A = \boxed{}$ $\frac{\text{Total score of Competencies}}{\text{Number of Competencies}} = B = \boxed{}$ $\text{Overall score of performance} = \frac{A + B}{2} = \boxed{}$ </div> | |
| | | OVERALL PERFORMANCE (tick as appropriate) <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>Excellent <input type="checkbox"/></div> <div>Good <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>Fair <input type="checkbox"/></div> <div>Unsatisfactory <input type="checkbox"/></div> </div> | |
| Total score | | | |

Comments of appraiser, if any

Comments of appraisee, if any.....

Appraiser's Signature: Appraisee's Signature: Date:

NEXT LEVEL SUPERVISOR

I have taken cognizance of the officer's performance.

Signature:

Date:

GUIDANCE NOTES – FILLING OF PERFORMANCE APPRAISAL FORM (PAF) - General

- This form should be filled in by all grades, except those falling under (i) and (ii) below:**
 - Heads of Divisions/Departments drawing salary in a scale with maximum point not less than Rs 75,600 (PRB Report 2013) excluding Supervising Officers.
 - Workmen's Group as defined in the Human Resource Management Manual (2011) under Para. 24 "Interpretation" (Pg 5).

- Timeline for the Performance Appraisal System**

- The appraisal period coincides with financial year - January 01 to December 31.

| Performance Management Cycle (PMC) | Time Frame | | Change in posting of appraiser/appraisee, new appointment, etc... |
|---|----------------|----|---|
| Performance Agreement for the appraisal period finalised and agreed upon by appraiser and appraisee | By Mid-January | OR | Within one month on joining the Min/Dept |
| Mid-Term Appraisal | June/July | | At least three months after signing performance agreement |
| Final Appraisal (including submission to HR Section) | December | | At least three months following agreement, otherwise only comments to be inserted |

- Section 1** - Personal information / data to be filled in by appraisee at the start of the PMC.

Section 2 - To be filled in by HR section following completion of the PMC including outcome of Moderation / Appeal procedures, if any.

Section 3 - Performance Agreement (PA) is reached after discussion between appraiser and appraisee on work to be performed and competencies to be displayed during the PMC.

- Key Result Areas (KRAs)** - Critical areas of performance which have a direct impact on achievement of goals and objectives. To be aligned with and reflect "services to be delivered" as approved in PBB, wherever applicable. Source could also be Government Programme, Strategic Plan and Action Plan. A maximum of 5 KRAs to be identified.
- Key Tasks (KTs)** - Main activities which are crucial for services to be delivered or for objectives to be met. About 5 KT's under each KRA are advisable.
- Performance Standards** - How well each KT must be performed in terms of (a) quantity (b) timeliness and (c) quality. The element of cost may also be considered, wherever applicable.
- Competencies** - Six generic competencies have been provided and are applicable to all officers. The seventh one, Management Skills, applies only to officers performing supervisory duties.

Section 4 - Mid-Term Appraisal is carried out to review progress made on PA, document feedback and initiate corrective action, where appropriate. To be filled in by appraiser during a formal meeting with appraisee. The latter may give appreciation of own performance, highlight constraints and make suggestions for general improvement under 'Comments'.

Section 5 - Self Assessment is carried out to give appraisee the opportunity to participate in the appraisal exercise. To be filled in by appraisee and submitted to appraiser before appraisal meeting.

Section 6 - Rating indicates the level of appraisee's performance against standards set and factors specified under each competency.

- The four-level rating of KT's and Competencies are tabulated below:

| Key Tasks | | Competencies | |
|-----------|--------------------------------|--------------|--|
| Rating | Definition | Rating | Definition |
| 1 | Consistently below standards | 1 | Consistently displays less than 2 factors specified under the respective competency. <i>Intensive development required.</i> |
| 2 | Sometimes meets standards | 2 | Consistently displays 2 factors specified under the respective competency. <i>Further development required.</i> |
| 3 | Consistently meets standards | 3 | Consistently displays 3 factors specified under the respective competency. |
| 4 | Consistently exceeds standards | 4 | Consistently displays all 4 factors specified under the respective competency. <i>Serves as an example for others to follow.</i> |

- The definition of overall score is tabulated below:

| | | |
|-----------------|---------------------|---|
| Excellent | 3.2 & above | Qualifies for increment & promotion. (Eligible for non-financial reward) |
| Good | 2.4 & less than 3.2 | Qualifies for increment & promotion. |
| Fair* | 2 and less than 2.4 | Increment is granted. However, overall performance should be improved to 'Good' to qualify for further increment in the same grade. |
| Unsatisfactory* | less than 2 | Does not qualify for increment. |

* Please refer to Performance Improvement Plan guidance notes.

- Next level supervisor** is the immediate supervisor of the appraiser, who is required to take cognizance of the overall performance of the appraisee before countersigning the appraisal form. Any divergence between appraiser and appraisee is also sorted out at this level.