





**SECTION D**

1. Comment on the employee's strengths in relation to the various aspects of the job.

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2. Comment on the employee's limitations in relation to the various aspects of the job.

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3. (a) Is any action being taken to help the employee improve his/her performance?

Yes

No

(b) If yes, please specify. If no, recommend training or action to be taken.

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4. How long have you been a Supervisor or have had this present level of Supervisory responsibility?

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5. How many persons do you supervise?

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**SECTION E**

CAREER PLANNING *(to be completed by employee)*

1. **EDUCATION AND TRAINING :** *(Please indicate any orientation programmes/academic or special qualifications/training, attended/undertaken/gained during the period of the appraisal).*

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2. (a) Do you enjoy your present job? Yes  No

(b) Give reasons for your answer.

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3. What are your career aspirations?

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## SECTION F

1. Each employee's performance appraisal must be discussed privately with the employee by the immediate supervisor. The supervisor must discuss both the employee's strengths and weaknesses as revealed by the performance appraisal, as well as a means of improving the shortcomings.

### 2. Performance Appraisal Score Matrix

No.	Evaluation Factors/ Indicator	Degree						
		7	6	5	4	3	2	1
1.	Quantity of Work	28	24	20	16	12	8	4
2.	Quality of Work	28	24	20	16	12	8	4
3.	Job Knowledge	21	18	15	12	9	6	3
4.	Initiative	14	12	10	8	6	4	2
5.	Responsibility	14	12	10	8	6	4	2
6.	Judgement	14	12	10	8	6	4	2
7.	Contacts with Public	14	12	10	8	6	4	2
8.	Level of Co-operation	14	12	10	8	6	4	2
9.	Dependability	14	12	10	8	6	4	2

### 3. Overall Performance Rating : (Please tick appropriate score)

- 161 — 147  **OUTSTANDING:** Exceptional in ability, capacity and performance.
- 146 — 132  **VERY GOOD:** Very effective.
- 131 — 117  **GOOD:** Competent and conscientious.
- 116 — 102  **SATISFACTORY:** Average performance with some shortcomings but will improve with experience and training.
- 101 — 87  **NOT QUITE SATISFACTORY:** Below average performance.
- Below 87  **UNSATISFACTORY:** Definitely not up to the required standard.

## SECTION G

Received by Employee :

Discussed with Employee :

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*Signature (Employee)*

\_\_\_\_\_  
*Date*

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*Signature (Supervisor)*

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*Date*

\* Supervisor's Comments :

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\* Employee's Comments :

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Permanent Secretary/Head of Department's Comments :

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*Permanent Secretary's/  
Head of Department's Signature*

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*Date*

**N.B. Employee must return form to Supervisor within 3 working days of receipt of Appraisal Form.**

\* AN EXTRA SHEET CAN BE ATTACHED.