



ROYAL CIVIL SERVICE COMMISSION
SPECIALIST PERFORMANCE APPRAISAL FORM



For the period: _____ to _____

Agency:

Name of Employee:

Employee ID No:

Name of Supervisor:

Position Title:

Position Title:

Position Level:

Position Level:

1. PROFESSIONAL EXCELLENCE

A) How would you rate his depth of technical knowledge in his professional area of responsibility?

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 his knowledge on current trends, legal and professional issues, acts, and rules and regulations, within his area of professional responsibility?

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 his timeliness and effective discharge of professional responsibilities and dependability in the performance of professional responsibilities?

- | | | |
|------------------------|-------------------|----------------------|
| 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:

D) How would you rate his degree of professionalism and adherence to professional ethics?

- | | | |
|------------------------|-------------------|----------------------|
| 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) How would you rate his availability, accessibility and responsiveness to needs above and beyond the minimum requirement?

- | | | |
|------------------------|-------------------|----------------------|
| 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 5 = AVERAGE RATING (A):_____

2. PROFESSIONAL LEADERSHIP

- A) Active leadership in the field of one's profession, (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:

- B) Effective leadership and coordination of professional programmes, including 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:

- C) Leadership in developing institutional and professional linkages and/or partnerships at the national, regional and international levels,

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:

D) Management of Resources; both HR (in promoting professionalism, motivation of subordinates and effective communications skills) and facilities (in effective utilisation of facilities and equipments), and

- | | | | |
|------------------------|---|-------------------|----------------------|
| 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) Provision of technical inputs in making policy decisions, and planning and implementation processes.

- | | | | |
|------------------------|--|-------------------|----------------------|
| 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 5 = AVERAGE RATING (B): _____

3. PROFESSIONAL ACHIEVEMENTS

A) Evidence of scholarly work: publications, including journal articles, books, book review, manuals, etc..

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) Professional awards, honors, recognition, appreciation/ commendations.

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) Active membership, service and leadership in professional organisations.

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

Substantiate rating with at least one example:

D) Attendance and presentation at national, regional and local conferences, seminars and workshops.

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) Contribution to professionally related community activities in civic, cultural, educational and benevolent organisations.

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 5 = AVERAGE RATING (C): _____

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 the Supervisor

(Signature of the Supervisor)

THE HRO SHALL COMPLETE THE FINAL RATINGS CALCULATION BELOW, AND SUBMIT TO THE HRC/RCSC FOR REVIEW AND FINAL APPROVAL.

FINAL RATINGS CALCULATION:

Average Rating (A): _____ 40% Weightage Average Rating (B): _____ 40% Weightage

Average Rating (C): _____ 20% Weightage

Final Rating: _____

[Calculation: $(A \times 0.4) + (B \times 0.4) + (C \times 0.2)$]

Tick appropriate box to confirm the 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 the HR Officer

Comments by the HR Committee

HR Committee No.: Date:

(Signature of the Chairperson of the HR Committee)