



**ROYAL CIVIL SERVICE COMMISSION
WORK PLANNING AND REVIEW FORM**



For the period: _____ to _____

Agency:

Name of the Employee:

Name of the Manager:

Employee ID No:

Position Title:

These performance outcomes are to be made priorities for the next one year. To be completed jointly by the manager and the employee at the beginning of the work planning cycle. Use the employee's job description and annual work plan as guidelines.	Each performance output should be reviewed at the end of each 6 month period. Review Date: _____	No ratings are required in this review phase, just remarks in relation to how the employee is progressing or not progressing in meeting each performance output.
Expected Performance Output / Services	Remarks of the Employee:	Remarks of the Manager and/or Supervisor:
Output I:		
Output II:		
Output III:		
Output IV:		
.....		
.....		

(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 manager and the employee should jointly identify four core competencies relevant to the employee's position in addition to the three, which are fixed. The core competencies may be identified.

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

(Signature of the Employee)

(Signature of the Supervisor)

(Signature of the Manager)