

**PERFORMANCE APPRAISAL OF STAFF OFFICERS**

A. Personal Details

1. Name :

2. Date of Birth:

3. Ministry /Department / Institution :

4. Title of Post :

5. Date of appointment to the above post :

6. To whom do you report :

## PERFORMANCE APPRAISAL OF STAFF OFFICERS

P.A. Circular 08/98(ii) - FORM A

### B. Performance Plan

1. Agreed period of Appraisal (one calendar year) :
- 2.

2. Main Areas of Responsibility	3. Key Tasks to be Completed / Performed during the year	4. Specific Performance Indicators for each Task
a.	a.	Task 3a:
b.	b.	Task 3b.
c.	c.	Task 3c.
d.	d.	Task 3d.
e.	e.	Task 3e.
f.	f.	Task 3f.
	g.	Task 3g.

5. Facilities and resources that are necessary to ensure performance :

- a.
- b.
- c.

.....  
 Name of Appraisee & Title of Post      Signature & Date

.....  
 Name of Appraiser & Title of Post      Signature & Date

.....  
 Name of Moderator & Title of Post      Signature & Date

**PERFORMANCE APPRAISAL OF STAFF OFFICERS**

**C. Mid-Term Appraisal**

1. Comment by Appraisee on performance so far:
  
2. Comment by Appraiser on the Appraisee's performance :
  
3. Strategies for improvement ( if Appraisee is lagging behind) :
  
4. Amendments to Performance Plan (if any) :
  
5. Reasons for Amendments :
  
6. Comment by Moderator :

.....  
Signature of Appraisee & Date  
Name:  
Title of Post :

.....  
Signature of Appraiser & Date  
Name:  
Title of Post :

.....  
Signature of Moderator & Date  
Name:  
Title of Post :

# PERFORMANCE APPRAISAL OF STAFF OFFICERS

<b>D. Final Appraisal (Provisional)</b>		<b>E. Final Appraisal</b> (Note: Moderator to fill either 1 or 2 only)
<p>1. Comment by Appraisee on Performance</p> <p>Task a:</p> <p>Task b:</p> <p>Task c:</p> <p>Task d:</p> <p>Task e:</p> <p>.....</p> <p>Signature of Appraisee &amp; Date Name : Title of Post :</p>	<p>2. Comment by Appraiser on Performance</p> <p>Task a:</p> <p>Task b:</p> <p>Task c:</p> <p>Task d:</p> <p>Task e:</p> <p>3. Assessment (provisional) Having considered the comments of the Appraisee in regard to his/her performance and having verbally explained my comments on performance and the reasons therefore, I assess that the performance of the Appraisee is unsatisfactory / satisfactory / above average / excellent.</p> <p>.....</p> <p>Signature of Appraiser &amp; Date Name : Title of Post :</p>	<p>1. Having examined -</p> <p style="padding-left: 20px;">a. the mid-term appraisal outcome, and b. the provisional assessment</p> <p>I confirm the provisional assessment</p> <p>2. Having examined -</p> <p style="padding-left: 20px;">a. the mid-term appraisal outcome b. the provisional assessment and c. having discussed the above with the Appraisee, in the presence of the Appraiser.</p> <p>I confirm the provisional assessment / revise the provisional assessment as follows.</p> <p>Reasons for revision :</p> <p>.....</p> <p>Signature of Moderator &amp; Date Name : Title of Post :</p>