



**Section A: Employee Details**

APPRAISAL PERIOD:

EMPLOYEE ID No.

NAME OF THE EMPLOYEE:

POSITION TITLE:

POSITION LEVEL:

DIVISION:

DEPARTMENT/AGENCY:

**Assurance on Accuracy of CV:** I have verified my CV in CSIS and hereby declare that the information is correct as of.....date.....

**SECTION B: Performance Assessment (Individual Work Plan) (70%)**

Division Output	Activities	Targets Values				Target Achieved specified by individual	Employee's Feedback/comment/justification	Final Score by Supervisor <sup>1</sup>
		Level 4=[3.00-4.00]	Level 3=[2.00-2.99]	Level 2=[1.00 - 1.99]	Level 1 [≤0.99]			
1.	1. 1..... 1.2. ....							
2.	2.1..... 2.2.....							
						<b>Total</b>		
						<b>Final Score B. Total/No. of activities =.....</b>		

**Note: It is not necessary to fill target values for all four levels. However, it is mandatory to set the target value for Level 2.**

<sup>1</sup> Note below concrete results achieved during the year that were agreed and rate them in the scale indicated in the target values.

**SECTION C: Competency Behavior (30%)**

Competency Behaviour	Description	[3.00-4.00] Level 4	[2.00-2.99] Level 3	[1.00-1.99] Level 2	[<=0.99] Level 1	Final Rating with Evidence of Behaviour
1. Analytical Skills	<p>Demonstrates sense of understanding and appreciation of one's work to meet organizational objectives and results</p>	<ul style="list-style-type: none"> <li>Makes critical judgment on her/his contribution to organization based on independent thinking by making good use of background knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Makes strong judgements based on the work experiences upon receiving the guidance from supervisor to carry the work activities</li> </ul>	<ul style="list-style-type: none"> <li>Makes judgements by using limited work knowledge and timely supervision required to carry the work activities</li> </ul>	<ul style="list-style-type: none"> <li>Carries out work activities without critical judgement and not putting the work knowledge in use</li> </ul>	
2. Planning & Organizing	<ul style="list-style-type: none"> <li>Demonstrates ability to plan and organize work activities around organization's objectives making optimum use of resources and time</li> </ul>	<ul style="list-style-type: none"> <li>Every day activities are guided by meticulous work plans and demonstrates good time management skills to meet agency's objectives by using available resources optimally to meet work activities without compromising the quality of the work output</li> </ul>	<ul style="list-style-type: none"> <li>Systematic work Planning on the work activities are drawn clearly and needs minimum supervision and resource and maintain quality of the work</li> </ul>	<ul style="list-style-type: none"> <li>Work plan are maintained but are not followed and requires extra resources to carry the activities and quality of work compromised</li> </ul>	<ul style="list-style-type: none"> <li>Does not follow clear work plan and mostly involved in ad hoc activities and work are not up to the expected quality</li> </ul>	

Competency Behaviour	Description	[3.00-4.00] Level 4	[2.00-2.99] Level 3	[1.00-1.99] Level 2	[<=0.99] Level 1	Final Rating with Evidence of Behaviour
3.Decisiveness	<ul style="list-style-type: none"> <li>• Demonstrates sound judgment to identify and recognise problems and solutions, and escalate them to appropriate authority</li> </ul>	<ul style="list-style-type: none"> <li>• Submits problems and recommended solutions before time for supervisory intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• Submits problems and recommended solutions on time for supervisory advice</li> </ul>	<ul style="list-style-type: none"> <li>• Submits problems without recommendation on time</li> </ul>	<ul style="list-style-type: none"> <li>• Waits for supervisory intervention to resolve issues</li> </ul>	
4.Leadership & Influencing Skills	<ul style="list-style-type: none"> <li>• Demonstrates urgency and proactively takes lead in assigned work activities and solicit support.</li> </ul>	<ul style="list-style-type: none"> <li>• Initiates assigned works proactively, identifies and tries to solve bottlenecks in his/her own area of work</li> </ul>	<ul style="list-style-type: none"> <li>• Work assigned are taken with strong responsibility to be completed</li> </ul>	<ul style="list-style-type: none"> <li>• Any assigned work are done but requiring a minimum supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Initiates assigned work with reminder only</li> </ul>	
5.Interpersonal Skill	<ul style="list-style-type: none"> <li>• Demonstrates ability to work in teams and garner supports, built relationship and develop congenial work environment</li> </ul>	<ul style="list-style-type: none"> <li>• Achieves individual performance targets while maintaining friendly relationship within and outside agency</li> </ul>	<ul style="list-style-type: none"> <li>• Achieves individual performance with good relationship within but limited level of interpersonal skills outside agency</li> </ul>	<ul style="list-style-type: none"> <li>• Achieves individual performance with limited relationship within and outside agency</li> </ul>	<ul style="list-style-type: none"> <li>• works only to serve self-interest and meet personal goals</li> </ul>	

Competency Behaviour	Description	[3.00-4.00] Level 4	[2.00-2.99] Level 3	[1.00-1.99] Level 2	[<=0.99] Level 1	Final Rating with Evidence of Behaviour
6.Oral/Written communication	Demonstrates ability to articulate one's ideas, views and opinions clearly and concisely both in oral and in writing	Articulates information to others in language that is clear, concise and easy to understand	<ul style="list-style-type: none"> <li>Articulates information to other in languages that is understandable</li> </ul>	<ul style="list-style-type: none"> <li>Articulates information to other in limited language limited unto his/her level of understanding</li> </ul>	<ul style="list-style-type: none"> <li>Does not articulate information that is clear and concise</li> </ul>	
<b>TOTAL SCORE/ NUMBER OF COMPETENCY BEHAVIOUR</b>						

**SECTION D: Final Performance Evaluation Score [Section B & C]**

Particular	Score received	% Allocated	Final Score	Supervisor's Comment, if any	<b>MODERATION EXERCISE CATEGORY (OT, VG, G or NI category)</b>	Head of Agency's Comment if any.
B. Performance		70%				
C. Competency Behaviors		30%				
<b>Total</b>						

Employee's Signature:  
Date

Supervisor's Signature:  
Date

Overall Rating Table:

Needs Improvement Performer category	Definition	Rating scale
1. Level 4	Achieved exceptionally high level of performance	3.00-4.00
2. Level 3	Performed at higher level than required	2.00-2.99
3. Level 2	Employee fulfilled requirement of the job	1.00-1.99
4. Level 1	Results/Behavior far below performance requirement	<=0.99