PUBLIC SERVICE OF BELIZE

END OF YEAR

Performance Appraisal Report Form

Support Staff

*Note: * indicates a required field. Use latest version of Adobe Reader when filling this form.*

PART 1: GENERAL INFORMATION

Ministry:* _____

Department: * _____

Unit: _____

Period of Report From Date (DD/MM/YYYY):* _____ To Date (DD/MM/YYYY):* _____

PART 2: PERSONAL INFORMATION

Last Name: _____ First Name: _____ Middle Name: _____

Date of Birth (DD/MM/YYYY):* _____ Sex: ☐ F ☐ M Social Security Number:* _____

Date Entered Service (DD/MM/YYYY):* _____ Date Entered Ministry (DD/MM/YYYY):* _____

Substantive Post:* _____ Date Entered (DD/MM/YYYY):* _____

Present Posting:* _____ Date Entered (DD/MM/YYYY):* _____

Acting Post (if applicable): _____ Date Entered (DD/MM/YYYY):* _____

Incremental Date (DD/MM):* _____ Salary Scale: _____ Current Salary: * _____

Part 3: TASKS GOALS OR PROJECTS ASSIGNED FOR REPORTING PERIOD

The officer should list tasks goals or projects assigned and agreed with Supervisor. The Supervisor should complete table with performance criteria previously agreed and perfromance achievement.

Tasks, Goals, Projects	Quantity [1]	Quality [1]	Timeliness [1]

1 *Place criteria in top row and performance in bottom row.*

Signatories:

Agreed on: * _____ Supervisor: * _____ Employee: * _____

Other factors affecting performance:

Part 4: ASSESSMENT OF PERFORMANCE IN ACTIVITY ELEMENTS

In this part, the Officer's immediate Supervisor will assess the performance of the Officer according to certain Activity Elements based on the Continuous Assessment during the Appraisal Period in relation to the tasks, goals and/or projects assessed in Part 3. Assessment will be based on a ten point system as follows:

Performance Rating A: 9 to 10 points
Performance Rating B: 7 to 8.99 points
Performance Rating C: 5 to 6.99 points
Performance Rating D: 1 to 4.99 points

Guidance is given below in relation to each Elment on how a rating may be determined.

Weighting will be given to each criterion according to the post of the Officer and the rating should be multiplied by the weight to obtain the assessment of the Officer on that activity element.

Element 4.1 PRODUCTIVITY:

Rating: * X Weighting: * 10 = Points: 0

The weighting for all posts in this Element is 10

- [ ] A - Consistently plans and organizes work to take care of more important tasks. Completes work quickly, efficiently and on schedule.
- [ ] B - Does a good job of scheduling work; usually completes work on time.
- [ ] C - Produces work that is behind time, but is showing progressive improvement.
- [ ] D - Tends to waste time; fails to meet deadlines and is showing no signs of improvement.

Element 4.2 JOB ATTITUDE:

Rating: * X Weighting: * 10 = Points: 0

The weighting for all posts in this Element is 10

- [ ] A - Sustains motivation to do best possible job. Does more than his/her share of work when required and comports himself/herself well.
- [ ] B - Usually conscientious; enthusiastic in performing assigned tasks, makes a real effort toward overcoming difficulties.
- [ ] C - Reasonably satisfactory without sufficient interest, but makes effort to improve.
- [ ] D - No real interest; makes no effort to overcome difficulties.

Element 4.3 QUALITY OF WORK:

Rating: * X Weighting: * 10 = Points: 0

The weighting for all posts in this Element is 10

- [ ] A - Consistently meets standards; work is thorough, accurate and precise.
- [ ] B - Usually meets standards; seldom makes serious errors; seldom makes the same mistake twice.
- [ ] C - Some aspects of performance below standard, but makes effort to improve.
- [ ] D - Standard of performance is poor and makes no effort to improve.

Element 4.4 DEPENDABILITY:

Rating: * X Weighting: * 10 = Points: 0

The weighting for all posts in this Element is 10

- [ ] A - Consistenly carries out responsibilities without being checked on; but apprizes supervisor on difficulties and action taken.
- [ ] B - Usually reliable and may needs Supervisor's oversight on more complex aspects of work.
- [ ] C - Satisfactory but requires checking from time to time on routine matters, does not always keeps supervisor informed.
- [ ] D - Unreliable

Element 4.5 INITIATIVE:

Rating: * X Weighting: * 5 = Points: 0

The weighting for clerical and technical posts is 5 (Payscales 1-8)
The weighting for administrative and professional posts is 10 (Payscales 9 and above)

- [ ] A - Self-starter; improvises solutions; full of ideas which provides fresh insight and broader perspectives.
- [ ] B - Usually goes ahead on his own but does not always visualize what needs to be done; occasionally offers suggestions.
- [ ] C - Sometimes acts on his own but does not always visualize what needs to be done; rarely offers suggestions.
- [ ] D - Waits to be told what to do; has no ideas; never offers suggestions.

Element 4.6 PUBLIC RELATIONS AND COOPERATION:

The weighting for all posts in this Element is 10

(In relation to all Public Officers and the general public)

Rating: * [ ] X Weighting: * [10] = Points: [0]

- [ ] A - Consistently cooperative, helpful and supportive in achieving objectives; goes out of his/her way to be constructive and helpful.
- [ ] B - Usually pleasant with others; cooperates willingly..
- [ ] C - Usually cooperates, but prefers to work alone.
- [ ] D - Undfriendly, discourteous; unwilling to assist others.

Element 4.7 COMMUNICATIONS SKILLS:

Rating: * [ ] X Weighting: * [10] = Points: [0]

The weighting for all posts in this Element is 10

- [ ] A - Consistently demonstrates effective interpersonal oral and written skills; and consistently utilizes appropriate channels of communications.
- [ ] B - Usually demonstrates effective interpersonal oral and written skills; and usually utilizes appropriate channels of communications.
- [ ] C - Sometimes demonstrates effective interpersonal oral and written skills; and somtines utilizes appropriate channels of communications.
- [ ] D - Weak in interpersonal oral and written skills; and weak in utilizing appropriate channels of communications.

Element 4.8 PUNCTUALITY:

Rating: * [ ] X Weighting: * [10] = Points: [0]

The weighting for all posts in this Element is 10

- [ ] A - Consistently punctual to work and begins work immediately.
- [ ] B - Usually punctual to work and usually begins work immediately.
- [ ] C - Occasionally late to work but usually begins work promptly on arrival.
- [ ] D - Frequently late to work and does not begin work promptly on arrival.

Element 4.9 RELIABILITY UNDER PRESSURE:

The weighting for all posts in this Element is 10

Rating: * [ ] X Weighting: * [10] = Points: [0]

- [ ] A - Unflustered, calm and reliable at all times; capable of dealing with crises and emergencies without losing balance.
- [ ] B - Usually able to cope with any situation; sometimes gets flustered in unusual crises.
- [ ] C - Can cope with normal day-to-day problems; unable to function effectively under heavy pressure.
- [ ] D - Easily excitable; unable to perform under pressure.

Element 4.10 APPRAISING ABILITY:

Rating: * [ ] X Weighting: * [ ] = Points: [ ]

The weighting for all posts in this Element is 10

- [ ] A - Sets goals and assign duties; does continuous supervission and assessment; keeps relevant notes on employee's performance; gives fair and objective appraisal.
- [ ] B - Sets goals and assigns duties; does supervision and assessment on an irregular basis; keeps relevant notes on employee's performance; tries to be objective but is influenced by biases sometimes.
- [ ] C - Goals set and duties assigned not clearly defined; gives general advice occasionally but not continuous supervision and assessments; not truly objective and easily influenced by subjective considerations.
- [ ] D - Does not set goals and duties; does not perform continuous supervision and assessment; does not keep notes; appraisal very subjective.

Part 5: OVERALL APPRAISAL (TO BE VERIFIED BY THE OFFICE OF THE SERVICES COMMISSION)

SCORING SECTION

1. Numeric Appraisal (brought down) = 0

2. Devided by total applicable weighting = 85

3. Equals overall numeric Appraisal Value = 0

Category 1. OUTSTANDING (9 THRU 10) ☐

Category 2. ABOVE AVERAGE (7.0 THRU 8.99) ☐

Category 3. AVERAGE (5.0 THRU 6.99) ☐

Category 4. BELOW AVERAGE (3.0 THRU 4.99) ☐

Category 5: POOR (0 THRU 2.99) ☐

4. Increment Granted ☐ Yes ☐ No

Full increment is to be granted for performance in category I thru 3 and no increment is to be granted for performance in category 4 or 5. Category 4 and 5 require mentoring and guidance in the first instance since a repeat of this performance could adversely affect the officer's career.

Part 6: TRAINING NEEDS AND PERSONNEL DEVELOPMENT

(These elements are not part of the scoring section.)

Element 6.1 JOB KNOWLEDGE

☐ A - Well versed on unusual and complex aspects of the job. Frequently consulted by others.

☐ B - Above average knowledge of job; generally knows what to do and how to do it.

☐ C - Fairly good knowledge of job but could benefit from training.

☐ D - Job knowledge and skill are limited; lacks understanding of routine procedures; in desperate need of training.

Element 6.2 ORGANIZATIONAL KNOWLEDGE

☐ A - Comprehensive knowledge of vision, mission, policies, programs and structure of the organization.

☐ B - Working knowledge of vision, mission, policies, programs and structure of the organization.

☐ C - Conversant with the vission, policies, programs ans structure of the organization.

☐ D - Unfamiliar with the vision, policies, mission, programs and structure of the organization.

Element 6.3 TRAINING NEEDS

(i) Based on the foreging appraisal could the Officer's performance in **his/her present post** be improved by tratining? ☐ YES ☐ NO

(ii) If the answer to (i) is yes specify nature of the training required.

(iii) If no training is required for the Officer in his present post is training required to qualify him/her for promotion to his next career level? ☐ YES ☐ NO

(iv) If the answer to (iii) is yes specify nature of the training required.

(v) Can the training requirement specified above be provided by:

a) the Officer's Ministry/Department/Division? ☐ YES ☐ NO

b) the Ministry of Public Service? ☐ YES ☐ NO

c) any organization or institution within the country of Belize? ☐ YES ☐ NO

(vi) If the answer to (v) (c) is yes, specify:

a) the organization or instituion: _____

b) whether the training will require full-time or part-time attendance with brief details:

_____

c) the duration of the time required to complete the training:

_____

d) the degree, or other qualification to be received at successful completion of training:

_____

(vii) If the training is only available abroad, specify the duration required to complete the course of training and the qualification to be received on successful completion.

_____

Element 6.4 DEVELOPMENT POTENTIAL

Based on the Performance Appraisal and the training needs, this section assesses the potential for advancement in the service and the Officer's promotability.

1. In light of the Officer's training needs, does he posses the matriculation requirements (if applicable) to undertake the course of training specified? ☐ NOT APPLICABLE ☐ YES ☐ NO

2. If the answer to (1) is no, what arrangements if any, will the Officer make to acquire the necessary matriculation requirements?

_____

3. What training course or seminars have the Officer attended and/or what qualifications have the Officer obtained the year prior to this report?

_____

4. Taking into account the total Appraisal so far what is the officer's present fitness for promotion to the next career level?

Specify post: _____

☐ **WELL FITTED** ☐ **FITTED** ☐ **LIKELY TO BECOME FITTED** ☐ **NOT FITTED**

Element 7.1 CERTIFICATION OF THE FIRST REPORTING OFFICER

I hereby certify as follows:

1. I am the immediate supervisor of the Officer to whom this Report relates;
2. I have supervised his work for at least three months and where part of the appraisal period has been under the supervision of another person, I have consulted with that other supervisor concerning the Officer's performance under his/her supervision before the appraisal interview;
3. This report has been prepared with the full participation of the Officer reported on, and his/her particular attention has been drawn to the items of the report showing his/her strenghts and weaknesses.

Signature: _____ Date of Signature (DD/MM/YYYY):* _____

Print Name: _____ Title of Post: _____

Element 7.2 CERTIFICATION OF THE SECOND REPORTING OFFICER

I hereby certify as follows:

1. I am the immediate Supervisor of the First Reporting Officer.
2. I am in full agreement with the appraisal of the first reporting officer; ☐ YES ☐ NO
3. I am not in agreement with the Appraisal of the First Reporting Officer, and have therefore made emendations in red alongside the first Appraisal but without making any changes in the appraisal itself. ☐ YES ☐ NO

Signature: _____ Date of Signature (DD/MM/YYYY):* _____

Print Name: _____ Title of Post: _____

Element 7.3 CERTIFICATE OF CHIEF EXECUTIVE OFFICER/HEAD OF DEPARTMENT

i. I have scrutinized the report and am of the view that it presents a balanced picture of the Officer's performance during the period under review. OR ☐

ii. I am not in agreement with the Appraisal and am making my comments thereon. ☐

Signature: _____ Date of Signature (MM/DD/YYYY):* _____

Print Name: _____ Title of Post: _____

Element 7.4 CERTIFICATION OF OFFICER UNDER APPRAISAL

The officer is required to sign the certificate indicating by marking an X in one of the blocks labeled "YES" or "NO" his response to the statements listed. Any comments from the Officer must be prepared separately and attached to this Performance Appraisal Report No comments can be accepted from the officer unless he/she has signed the Certificate to show that he/she has seen this Report.

I hereby certify as follows:

1. The Appraisal was done during an interview in which I had full participation; ☐ YES ☐ NO

2. I consider the appraisal to be objective and reasonable; ☐ YES ☐ NO

3. The Appraisal is generally acceptable, and although I have minor disagreements with some details I do not wish to make any comments thereon; ☐ YES ☐ NO

4. I have a major disagreement with the Appraisal or find the appraisal to be uncceptable, and am herewith attaching my comments in rebuttal. ☐ YES ☐ NO

Signature: _____ Date of Signature (MM/DD/YYYY):* _____

Print Name: _____ Title of Post: _____