



SAINT LUCIA PUBLIC SERVICE PERFORMANCE ASSESSMENT FORM

1. PERSONAL DETAILS:

Name of Employee:	Title: Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. <input type="checkbox"/>
Job Title:	Grade:
Ministry/Department	Section/Division:
Date of Entry to Public Service: DD-MMM-YYYY	Date appointed to present post: DD-MMM-YYYY
Name and Designation of Immediate Supervisor/Supervisor during assessment period:	
Name:	Designation:
Period covered by the assessment:	Date of assessment: DD-MMM-YYYY

2. FINAL SCORE:

ASSESSMENT	Overall Score	Weight	Final Score
	A	B	A x B
Targets			
Factors/Competencies			
TOTAL			

Overall Performance Rating Scale

RATING	DESCRIPTION	SCORE
Exceptional	Exceptional in ability, capacity and performance; performance exceeds most performance targets.	90 to 100
Effective	Competent, conscientious and effective. Performance consistently meets and at times exceeds expectations.	75 to 89
Average	Ordinary performance with some shortcomings. A performance improvement plan with timelines for improvement must be submitted and monitored.	60 to 74
Needs Improvement*	Performance falls below most targets. A performance improvement plan with timelines for improvement must be submitted and monitored.	45 to 59
Unsatisfactory*	Significant improvement is needed in most aspects of the job. A performance improvement plan with timelines for improvement must be submitted and monitored.	Below 45

*See handbook for possible avenues for dealing with performance that constantly needs improvement or is unsatisfactory.

3. ACHIEVEMENT OF PERFORMANCE TARGETS:

The Rating Scale for performance targets is as follows:

RATING	DESCRIPTION
5 points	EXCEEDED performance targets (above 100%)
4 points	ACHIEVED performance targets (100%)
3 points	ACHIEVED <u>most</u> performance targets (75% to 99%)
2 points	ACHIEVED <u>some</u> performance targets (50% to 74%)
1 point	DID NOT ACHIEVE performance targets (less than 50%)

Duties (according to the Job Description)	Agreed Performance Targets	Score (points)	Comments
1.	A		
2.	B		
3.	c.		
4.	d.		
5.	e.		
6.	f.		
TOTAL SCORE			

COMPUTATION OF OVERALL SCORE FOR PERFORMANCE TARGETS	Overall Score =	OVERALL SCORE
	$\frac{\text{Total Score for targets}}{(\text{No. of Targets} \times 5^1)] \times 100$	
	$/ (\quad \times 5) \times 100$	

¹ 5 is the maximum score attainable for each target.

4. ASSESSMENT OF PERFORMANCE FACTORS/COMPETENCIES:

The Rating Scale for performance factors/competencies is as follows:

RATING	DESCRIPTION
5 points	EXCEEDED Expectations (above 100%)
4 points	MET Expectations (100%)
3 points	MET <u>Most</u> Expectations (75%-99%)
2 points	MET <u>Some</u> Expectations (50%-74%)
1 point	DID NOT Meet Expectations (less than 50%)

Tick or shade the applicable box

FACTOR/COMPETENCE		5	4	3	2	1
1	TECHNICAL COMPETENCE					
	Applies and demonstrates in-depth and current knowledge and technical expertise relevant to the job.					
2	QUALITY OF WORK					
	Demonstrates accuracy, thoroughness, attention to detail, neatness and effectiveness of work.					
3	RESPONSIBILITY					
	Accepts the responsibility and authority of the post; takes action and makes decisions on matters associated with the post; accounts for own decisions and actions, and willingly accepts additional duties, when necessary.					
4	CUSTOMER FOCUS					
	Effectively relates to internal and/or external customers, is respectful, fair courteous and mindful of their needs and expectations.					
5	INITIATIVE					
	Exercises self-reliance, creativity and ingenuity in effectively fulfilling the duties of the post.					
6	JUDGMENT / DECISION-MAKING					
	Analyzes information, factors and alternatives to situations and problems; arrives at logical conclusions and implements appropriate solutions.					
7	INTERPERSONAL SKILLS					
	Works collaboratively, interacts positively and communicates effectively with others.					
8	DEPENDABILITY					
	Effectively manages time and completes all assigned tasks on time, is punctual and present for work, meetings and appointments.					
9	PEOPLE MANAGEMENT / LEADERSHIP SKILLS (Applicable to Managers/Supervisors)					
	Motivates, guides and coaches staff, inspires excellence and encourages professional growth; demonstrates emotional intelligence.					
TOTAL						

Maximum Score is 40 (Non-Supervisors) 45 (Supervisors)

COMPUTATION OF OVERALL SCORE FOR FACTORS/COMPETENCIES	Overall Score =	OVERALL SCORE
	$\frac{\text{Total Score for Factors/Competencies}}{\text{Maximum Score}} \times 100$	
	$/ (\quad) \times 100$	

5. EMPLOYEE LEARNING AND DEVELOPMENT

a.	Summarize the Employee's major strengths in relation to the key aspects of the job:
b.	Summarise the Employee's limitations/challenges in relation to the key aspects of the job:
c.	Provide Details of any improvement in performance over last period:
d.	Describe additional factors that favourably or adversely influenced the employee's performance:
e.	Record additional qualifications, workshops attended, seminars, training/development during period. How have these additional qualifications enhanced the officer's performance? <ul style="list-style-type: none">•••
f.	Is any action being taken to help the employee improve his/her performance? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify below. If no, recommend below, any training or action required to improve the officer's performance: <ul style="list-style-type: none">•••

6. PERFORMANCE OF OTHER DUTIES

List any work accomplished in addition to your agreed tasks/responsibilities or that are different from those set out in your job description. <ul style="list-style-type: none">•••

7. SIGN-OFF - Appraisee (employee) and Appraiser (supervisor)

Appraisee's Comments - In the event that the appraisee disagrees with the assessment in any way, the reasons must be stated here (attach a separate sheet if necessary).
What is your view of the type of support and feedback you received from your Supervisor/Head of Section/Head of Department (with respect to the motivation, guidance and coaching provided during the assessment period)?

Signed (Appraisee) The appraisee must sign and date this assessment to indicate that they have read, discussed and understood the assessment.	Date DD-MMM-YYYY
Appraiser's Comments (Comment on the appraisee's overall performance,)	
Signed (Appraiser) The appraiser must sign and date this assessment to indicate that the assessment was discussed with the employee.	Date DD-MMM-YYYY

8. HEAD OF DEPARTMENT/PERMANENT SECRETARY

Head of Division/Section Comments	Signed Date DD-MMM-YYYY
Permanent Secretary/Head of Department Comments	Signed Date DD-MMM-YYYY



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3. ACHIEVEMENT OF PERFORMANCE TARGETS *continued*:

The Rating Scale for performance targets is as follows:

RATING	DESCRIPTION
5 points	EXCEEDED performance targets (above 100%)
4 points	ACHIEVED performance targets (100%)
3 points	ACHIEVED <u>most</u> performance targets (75% to 99%)
2 points	ACHIEVED <u>some</u> performance targets (50% to 74%)
1 point	DID NOT ACHIEVE performance targets (less than 50%)

Duties (according to the Job Description)	Agreed Performance Targets	Score (points)	Comments
7.	g.		
8.	h.		
9.	i.		
10.	j.		
11.	k.		
12.	l.		
13.	m.		
14.	n.		
15.	o.		