



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)?



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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.		