**OFFICE OF THE TOWN CLERK**

**LIRA CITY**

**Plot No. 5-6, Boma Circus, P.O. Box 199, Lira. Tel: 0783504203. E-mail: liracitycouncil@gmail.com**



**Ref: CR/156/3 Date:**.

The Permanent secretary

Ministry of Local Government

**Kampala**

**SUBMISSION OF THE BALANCED SCORECARD PERFORMANCE PLAN FOR FY {d.year}**

I hereby submit to you my Balanced Scorecard Performance plan for the period 1st July 2024 to 30th June 2025.

Please acknowledge receipt

**{d.supervisee.name}**

**{d.supervisee.jobTitle}**

**ANNEX II: PUBLIC SERVICE INDIVIDUAL BALANCED SCORE CARD**

**The Republic of Uganda**

|  |  |  |  |
| --- | --- | --- | --- |
| **INDIVIDUAL BALANCED SCORECARD TOOL** | | | |
| **COMMITMENTS**   * ***Government commits to provide resources to facilitate the Officer to meet his/her Performance Objectives and respective Targets.*** * ***Government commits to ensure timely release of resources as per the Annual Work Plan*** * ***Government commits to provide an enabling environment for proper execution of tasks.*** * ***The Public Officer commits to ensuring that there is effective service delivery as far as the service standards of   his/her roles are concerned.*** * ***The Public Officer commits to observe the Professional Code of Conduct and the Public Service Code of Conduct and Ethics.*** | | | |
| **SECTION 1: SUPERVISEE AND SUPERVISOR PARTICULARS** | | | |
| **SUPERVISEE PARTICULARS** | | **SUPERVISOR PARTICULARS** | |
| Employee No. | {d.supervisee.employeeNumber} | Employee No. | {d.supervisor.employeeNumber} |
| Name | {d.supervisee.name} | Name | {d.supervisor.name} |
| Job Title | {d.supervisee.jobTitle} | Job Title | {d.supervisor.jobTitle} |
| Salary Scale: | {d.supervisee.salaryScale} | Salary Scale: | {d.supervisor.salaryScale} |
| Year of Planning and Review | {d.year} | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SECTION 2: BSC STRATEGIC ELEMENTS** | | | | | | |
| **MANDATE** | {d.mandate} | | | | | |
| **VISION** | {d.vision} | | | | | |
| **MISSION** | {d.mission} | | | | | |
| **GOAL** | {d.goal} | | | | | |
| **NATIONAL DEVELOPMENT PLAN PROGRAMMES** | - {d.ndpProgrammes[i].programme}  {d.ndpProgrammes[i+1].programme} | | | | | |
| **DEPARTMENTAL MANDATE** | {d.departmentalMandate} | | | | | |
| **STRATEGIC OBJECTIVES** | - {d.strategicObjectives[i].objective}  {d.strategicObjectives[i+1].objective} | | | | | |
| **SECTION 3: PERFORMANCE PLAN AND PERFORMANCE APPRAISAL** | | | | | | |
| **PERSPECTIVES** | **Performance Objectives** | **Actions/Activities** | **Expected Results** | **Key Performance Indicator** | **Score** | **Comments on actual performance** |
| **{d.perspectiveGroups[0].perspective}…{d.perspectiveGroups[0].percentage}%**  ({d.clients[i].client}, {d.clients[i+1].client}) | {d.perspectiveGroups[0].objectives[0].objective} | - {d.perspectiveGroups[0].objectives[0].actions[i].action}  {d.perspectiveGroups[0].objectives[0].actions[i+1].action} | - {d.perspectiveGroups[0].objectives[0].expectedResults[i].result}  {d.perspectiveGroups[0].objectives[0].expectedResults[i+1].result} | - {d.perspectiveGroups[0].objectives[0].kpis[i].kpi}  {d.perspectiveGroups[0].objectives[0].kpis[i+1].kpi} | {d.perspectiveGroups[0].objectives[0].score} | {d.perspectiveGroups[0].objectives[0].comments} |
| {d.perspectiveGroups[0].objectives[1].objective} | {d.perspectiveGroups[0].objectives[1]:ifNEM():showBegin}- {d.perspectiveGroups[0].objectives[1].actions[i].action}  {d.perspectiveGroups[0].objectives[1].actions[i+1].action}  {d.perspectiveGroups[0].objectives[1]:showEnd} | {d.perspectiveGroups[0].objectives[1]:ifNEM():showBegin}- {d.perspectiveGroups[0].objectives[1].expectedResults[i].result}  {d.perspectiveGroups[0].objectives[1].expectedResults[i+1].result}  {d.perspectiveGroups[0].objectives[1]:showEnd} | {d.perspectiveGroups[0].objectives[1]:ifNEM():showBegin}- {d.perspectiveGroups[0].objectives[1].kpis[i].kpi}  {d.perspectiveGroups[0].objectives[1].kpis[i+1].kpi}  {d.perspectiveGroups[0].objectives[1]:showEnd} | {d.perspectiveGroups[0].objectives[1]:ifNEM():showBegin}  {d.perspectiveGroups[0].objectives[1].score}  {d.perspectiveGroups[0].objectives[1]:showEnd} | {d.perspectiveGroups[0].objectives[1]:ifNEM():showBegin}{d.perspectiveGroups[0].objectives[1].comments}  {d.perspectiveGroups[0].objectives[1]:showEnd} |
| {d.perspectiveGroups[0].objectives[2]:ifEM():drop(row)}  {d.perspectiveGroups[0].objectives[2].objective} | {d.perspectiveGroups[0].objectives[2]:ifNEM():showBegin}- {d.perspectiveGroups[0].objectives[2].actions[i].action}  {d.perspectiveGroups[0].objectives[2].actions[i+1].action}  {d.perspectiveGroups[0].objectives[2]:showEnd} | {d.perspectiveGroups[0].objectives[2]:ifNEM():showBegin}- {d.perspectiveGroups[0].objectives[2].expectedResults[i].result}  {d.perspectiveGroups[0].objectives[2].expectedResults[i+1].result}  {d.perspectiveGroups[0].objectives[2]:showEnd} | {d.perspectiveGroups[0].objectives[2]:ifNEM():showBegin}- {d.perspectiveGroups[0].objectives[2].kpis[i].kpi}  {d.perspectiveGroups[0].objectives[2].kpis[i+1].kpi}  {d.perspectiveGroups[0].objectives[2]:showEnd} | {d.perspectiveGroups[0].objectives[2]:ifNEM():showBegin}  {d.perspectiveGroups[0].objectives[2].score}  {d.perspectiveGroups[0].objectives[2].actions[i+1].action}  {d.perspectiveGroups[0].objectives[2]:showEnd} | {d.perspectiveGroups[0].objectives[2]:ifNEM():showBegin}{d.perspectiveGroups[0].objectives[2].comments}  {d.perspectiveGroups[0].objectives[2]:showEnd} |
| {d.perspectiveGroups[0].objectives[3].objective} | {d.perspectiveGroups[0].objectives[3]:ifNEM():showBegin}- {d.perspectiveGroups[0].objectives[3].actions[i].action}  {d.perspectiveGroups[0].objectives[3].actions[i+1].action}  {d.perspectiveGroups[0].objectives[3]:showEnd} | {d.perspectiveGroups[0].objectives[3]:ifNEM():showBegin}- {d.perspectiveGroups[0].objectives[3].expectedResults[i].result}  {d.perspectiveGroups[0].objectives[3].expectedResults[i+1].result}  {d.perspectiveGroups[0].objectives[3]:showEnd} | {d.perspectiveGroups[0].objectives[3]:ifNEM():showBegin}- {d.perspectiveGroups[0].objectives[3].kpis[i].kpi}  {d.perspectiveGroups[0].objectives[3].kpis[i+1].kpi}  {d.perspectiveGroups[0].objectives[3]:showEnd} | {d.perspectiveGroups[0].objectives[3]:ifNEM():showBegin}  {d.perspectiveGroups[0].objectives[3].score}  {d.perspectiveGroups[0].objectives[3].actions[i+1].action}  {d.perspectiveGroups[0].objectives[3]:showEnd} | {d.perspectiveGroups[0].objectives[3]:ifNEM():showBegin}{d.perspectiveGroups[0].objectives[3].comments}  {d.perspectiveGroups[0].objectives[3]:showEnd} |
| **{d.perspectiveGroups[1].perspective}…{d.perspectiveGroups[1].percentage}%** | {d.perspectiveGroups[1].objectives[0].objective} | - {d.perspectiveGroups[1].objectives[0].actions[i].action}  {d.perspectiveGroups[1].objectives[0].actions[i+1].action} | - {d.perspectiveGroups[1].objectives[0].expectedResults[i].result}  {d.perspectiveGroups[1].objectives[0].expectedResults[i+1].result} | - {d.perspectiveGroups[1].objectives[0].kpis[i].kpi}  {d.perspectiveGroups[1].objectives[0].kpis[i+1].kpi} | {d.perspectiveGroups[1].objectives[0].score} | {d.perspectiveGroups[1].objectives[0].comments} |
| {d.perspectiveGroups[1].objectives[1].objective} | {d.perspectiveGroups[1].objectives[1]:ifNEM():showBegin}- {d.perspectiveGroups[1].objectives[1].actions[i].action}  {d.perspectiveGroups[1].objectives[1].actions[i+1].action}  {d.perspectiveGroups[1].objectives[1]:showEnd} | {d.perspectiveGroups[1].objectives[1]:ifNEM():showBegin}- {d.perspectiveGroups[1].objectives[1].expectedResults[i].result}  {d.perspectiveGroups[1].objectives[1].expectedResults[i+1].result}  {d.perspectiveGroups[1].objectives[1]:showEnd} | {d.perspectiveGroups[1].objectives[1]:ifNEM():showBegin}- {d.perspectiveGroups[1].objectives[1].kpis[i].kpi}  {d.perspectiveGroups[1].objectives[1].kpis[i+1].kpi}  {d.perspectiveGroups[1].objectives[1]:showEnd} | {d.perspectiveGroups[1].objectives[1]:ifNEM():showBegin}  {d.perspectiveGroups[1].objectives[1].score}  {d.perspectiveGroups[1].objectives[1]:showEnd} | {d.perspectiveGroups[1].objectives[1]:ifNEM():showBegin}{d.perspectiveGroups[1].objectives[1].comments}  {d.perspectiveGroups[1].objectives[1]:showEnd} |
| {d.perspectiveGroups[1].objectives[2]:ifEM():drop(row)}  {d.perspectiveGroups[1].objectives[2].objective} | {d.perspectiveGroups[1].objectives[2]:ifNEM():showBegin}- {d.perspectiveGroups[1].objectives[2].actions[i].action}  {d.perspectiveGroups[1].objectives[2].actions[i+1].action}  {d.perspectiveGroups[1].objectives[2]:showEnd} | {d.perspectiveGroups[1].objectives[2]:ifNEM():showBegin}- {d.perspectiveGroups[1].objectives[2].expectedResults[i].result}  {d.perspectiveGroups[1].objectives[2].expectedResults[i+1].result}  {d.perspectiveGroups[1].objectives[2]:showEnd} | {d.perspectiveGroups[1].objectives[2]:ifNEM():showBegin}- {d.perspectiveGroups[1].objectives[2].kpis[i].kpi}  {d.perspectiveGroups[1].objectives[2].kpis[i+1].kpi}  {d.perspectiveGroups[1].objectives[2]:showEnd} | {d.perspectiveGroups[1].objectives[2]:ifNEM():showBegin}  {d.perspectiveGroups[1].objectives[2].score}  {d.perspectiveGroups[1].objectives[2].actions[i+1].action}  {d.perspectiveGroups[1].objectives[2]:showEnd} | {d.perspectiveGroups[1].objectives[2]:ifNEM():showBegin}{d.perspectiveGroups[1].objectives[2].comments}  {d.perspectiveGroups[1].objectives[2]:showEnd} |
| {d.perspectiveGroups[1].objectives[3].objective} | {d.perspectiveGroups[1].objectives[3]:ifNEM():showBegin}- {d.perspectiveGroups[1].objectives[3].actions[i].action}  {d.perspectiveGroups[1].objectives[3].actions[i+1].action}  {d.perspectiveGroups[1].objectives[3]:showEnd} | {d.perspectiveGroups[1].objectives[3]:ifNEM():showBegin}- {d.perspectiveGroups[1].objectives[3].expectedResults[i].result}  {d.perspectiveGroups[1].objectives[3].expectedResults[i+1].result}  {d.perspectiveGroups[1].objectives[3]:showEnd} | {d.perspectiveGroups[1].objectives[3]:ifNEM():showBegin}- {d.perspectiveGroups[1].objectives[3].kpis[i].kpi}  {d.perspectiveGroups[1].objectives[3].kpis[i+1].kpi}  {d.perspectiveGroups[1].objectives[3]:showEnd} | {d.perspectiveGroups[1].objectives[3]:ifNEM():showBegin}  {d.perspectiveGroups[1].objectives[3].score}  {d.perspectiveGroups[1].objectives[3].actions[i+1].action}  {d.perspectiveGroups[1].objectives[3]:showEnd} | {d.perspectiveGroups[1].objectives[3]:ifNEM():showBegin}{d.perspectiveGroups[1].objectives[3].comments}  {d.perspectiveGroups[1].objectives[3]:showEnd} |
| **{d.perspectiveGroups[2].perspective}…{d.perspectiveGroups[2].percentage}%** | {d.perspectiveGroups[2].objectives[0].objective} | - {d.perspectiveGroups[2].objectives[0].actions[i].action}  {d.perspectiveGroups[2].objectives[0].actions[i+1].action} | - {d.perspectiveGroups[2].objectives[0].expectedResults[i].result}  {d.perspectiveGroups[2].objectives[0].expectedResults[i+1].result} | - {d.perspectiveGroups[2].objectives[0].kpis[i].kpi}  {d.perspectiveGroups[2].objectives[0].kpis[i+1].kpi} | {d.perspectiveGroups[2].objectives[0].score} | {d.perspectiveGroups[2].objectives[0].comments} |
| {d.perspectiveGroups[2].objectives[1].objective} | {d.perspectiveGroups[2].objectives[1]:ifNEM():showBegin}- {d.perspectiveGroups[2].objectives[1].actions[i].action}  {d.perspectiveGroups[2].objectives[1].actions[i+1].action}  {d.perspectiveGroups[2].objectives[1]:showEnd} | {d.perspectiveGroups[2].objectives[1]:ifNEM():showBegin}- {d.perspectiveGroups[2].objectives[1].expectedResults[i].result}  {d.perspectiveGroups[2].objectives[1].expectedResults[i+1].result}  {d.perspectiveGroups[2].objectives[1]:showEnd} | {d.perspectiveGroups[2].objectives[1]:ifNEM():showBegin}- {d.perspectiveGroups[2].objectives[1].kpis[i].kpi}  {d.perspectiveGroups[2].objectives[1].kpis[i+1].kpi}  {d.perspectiveGroups[2].objectives[1]:showEnd} | {d.perspectiveGroups[2].objectives[1]:ifNEM():showBegin}  {d.perspectiveGroups[2].objectives[1].score}  {d.perspectiveGroups[2].objectives[1]:showEnd} | {d.perspectiveGroups[2].objectives[1]:ifNEM():showBegin}{d.perspectiveGroups[2].objectives[1].comments}  {d.perspectiveGroups[2].objectives[1]:showEnd} |
| {d.perspectiveGroups[2].objectives[2]:ifEM():drop(row)}  {d.perspectiveGroups[2].objectives[2].objective} | {d.perspectiveGroups[2].objectives[2]:ifNEM():showBegin}- {d.perspectiveGroups[2].objectives[2].actions[i].action}  {d.perspectiveGroups[2].objectives[2].actions[i+1].action}  {d.perspectiveGroups[2].objectives[2]:showEnd} | {d.perspectiveGroups[2].objectives[2]:ifNEM():showBegin}- {d.perspectiveGroups[2].objectives[2].expectedResults[i].result}  {d.perspectiveGroups[2].objectives[2].expectedResults[i+1].result}  {d.perspectiveGroups[2].objectives[2]:showEnd} | {d.perspectiveGroups[2].objectives[2]:ifNEM():showBegin}- {d.perspectiveGroups[2].objectives[2].kpis[i].kpi}  {d.perspectiveGroups[2].objectives[2].kpis[i+1].kpi}  {d.perspectiveGroups[2].objectives[2]:showEnd} | {d.perspectiveGroups[2].objectives[2]:ifNEM():showBegin}  {d.perspectiveGroups[2].objectives[2].score}  {d.perspectiveGroups[2].objectives[2].actions[i+1].action}  {d.perspectiveGroups[2].objectives[2]:showEnd} | {d.perspectiveGroups[2].objectives[2]:ifNEM():showBegin}{d.perspectiveGroups[2].objectives[2].comments}  {d.perspectiveGroups[2].objectives[2]:showEnd} |
| {d.perspectiveGroups[2].objectives[3].objective} | {d.perspectiveGroups[2].objectives[3]:ifNEM():showBegin}- {d.perspectiveGroups[2].objectives[3].actions[i].action}  {d.perspectiveGroups[2].objectives[3].actions[i+1].action}  {d.perspectiveGroups[2].objectives[3]:showEnd} | {d.perspectiveGroups[2].objectives[3]:ifNEM():showBegin}- {d.perspectiveGroups[2].objectives[3].expectedResults[i].result}  {d.perspectiveGroups[2].objectives[3].expectedResults[i+1].result}  {d.perspectiveGroups[2].objectives[3]:showEnd} | {d.perspectiveGroups[2].objectives[3]:ifNEM():showBegin}- {d.perspectiveGroups[2].objectives[3].kpis[i].kpi}  {d.perspectiveGroups[2].objectives[3].kpis[i+1].kpi}  {d.perspectiveGroups[2].objectives[3]:showEnd} | {d.perspectiveGroups[2].objectives[3]:ifNEM():showBegin}  {d.perspectiveGroups[2].objectives[3].score}  {d.perspectiveGroups[2].objectives[3].actions[i+1].action}  {d.perspectiveGroups[2].objectives[3]:showEnd} | {d.perspectiveGroups[2].objectives[3]:ifNEM():showBegin}{d.perspectiveGroups[2].objectives[3].comments}  {d.perspectiveGroups[2].objectives[3]:showEnd} |
| **{d.perspectiveGroups[3].perspective}…{d.perspectiveGroups[3].percentage}%** | {d.perspectiveGroups[3].objectives[0].objective} | - {d.perspectiveGroups[3].objectives[0].actions[i].action}  {d.perspectiveGroups[3].objectives[0].actions[i+1].action} | - {d.perspectiveGroups[3].objectives[0].expectedResults[i].result}  {d.perspectiveGroups[3].objectives[0].expectedResults[i+1].result} | - {d.perspectiveGroups[3].objectives[0].kpis[i].kpi}  {d.perspectiveGroups[3].objectives[0].kpis[i+1].kpi} | {d.perspectiveGroups[3].objectives[0].score} | {d.perspectiveGroups[3].objectives[0].comments} |
| {d.perspectiveGroups[3].objectives[1].objective} | {d.perspectiveGroups[3].objectives[1]:ifNEM():showBegin}- {d.perspectiveGroups[3].objectives[1].actions[i].action}  {d.perspectiveGroups[3].objectives[1].actions[i+1].action}  {d.perspectiveGroups[3].objectives[1]:showEnd} | {d.perspectiveGroups[3].objectives[1]:ifNEM():showBegin}- {d.perspectiveGroups[3].objectives[1].expectedResults[i].result}  {d.perspectiveGroups[3].objectives[1].expectedResults[i+1].result}  {d.perspectiveGroups[3].objectives[1]:showEnd} | {d.perspectiveGroups[3].objectives[1]:ifNEM():showBegin}- {d.perspectiveGroups[3].objectives[1].kpis[i].kpi}  {d.perspectiveGroups[3].objectives[1].kpis[i+1].kpi}  {d.perspectiveGroups[3].objectives[1]:showEnd} | {d.perspectiveGroups[3].objectives[1]:ifNEM():showBegin}  {d.perspectiveGroups[3].objectives[1].score}  {d.perspectiveGroups[3].objectives[1]:showEnd} | {d.perspectiveGroups[3].objectives[1]:ifNEM():showBegin}{d.perspectiveGroups[3].objectives[1].comments}  {d.perspectiveGroups[3].objectives[1]:showEnd} |
| {d.perspectiveGroups[3].objectives[2]:ifEM():drop(row)}  {d.perspectiveGroups[3].objectives[2].objective} | {d.perspectiveGroups[3].objectives[2]:ifNEM():showBegin}- {d.perspectiveGroups[3].objectives[2].actions[i].action}  {d.perspectiveGroups[3].objectives[2].actions[i+1].action}  {d.perspectiveGroups[3].objectives[2]:showEnd} | {d.perspectiveGroups[3].objectives[2]:ifNEM():showBegin}- {d.perspectiveGroups[3].objectives[2].expectedResults[i].result}  {d.perspectiveGroups[3].objectives[2].expectedResults[i+1].result}  {d.perspectiveGroups[3].objectives[2]:showEnd} | {d.perspectiveGroups[3].objectives[2]:ifNEM():showBegin}- {d.perspectiveGroups[3].objectives[2].kpis[i].kpi}  {d.perspectiveGroups[3].objectives[2].kpis[i+1].kpi}  {d.perspectiveGroups[3].objectives[2]:showEnd} | {d.perspectiveGroups[3].objectives[2]:ifNEM():showBegin}  {d.perspectiveGroups[3].objectives[2].score}  {d.perspectiveGroups[3].objectives[2].actions[i+1].action}  {d.perspectiveGroups[3].objectives[2]:showEnd} | {d.perspectiveGroups[3].objectives[2]:ifNEM():showBegin}{d.perspectiveGroups[3].objectives[2].comments}  {d.perspectiveGroups[3].objectives[2]:showEnd} |
| {d.perspectiveGroups[3].objectives[3].objective} | {d.perspectiveGroups[3].objectives[3]:ifNEM():showBegin}- {d.perspectiveGroups[3].objectives[3].actions[i].action}  {d.perspectiveGroups[3].objectives[3].actions[i+1].action}  {d.perspectiveGroups[3].objectives[3]:showEnd} | {d.perspectiveGroups[3].objectives[3]:ifNEM():showBegin}- {d.perspectiveGroups[3].objectives[3].expectedResults[i].result}  {d.perspectiveGroups[3].objectives[3].expectedResults[i+1].result}  {d.perspectiveGroups[3].objectives[3]:showEnd} | {d.perspectiveGroups[3].objectives[3]:ifNEM():showBegin}- {d.perspectiveGroups[3].objectives[3].kpis[i].kpi}  {d.perspectiveGroups[3].objectives[3].kpis[i+1].kpi}  {d.perspectiveGroups[3].objectives[3]:showEnd} | {d.perspectiveGroups[3].objectives[3]:ifNEM():showBegin}  {d.perspectiveGroups[33].objectives[3].score}  {d.perspectiveGroups[3].objectives[3].actions[i+1].action}  {d.perspectiveGroups[3].objectives[3]:showEnd} | {d.perspectiveGroups[3].objectives[3]:ifNEM():showBegin}{d.perspectiveGroups[3].objectives[3].comments}  {d.perspectiveGroups[3].objectives[3]:showEnd} |
| **TOTAL SCORE OUT OF 80%** |  | | | | | |

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| --- | --- | --- |
| **DEFINITION OF PERFORMANCE SCORES** | | |
| **PERFORMANCE LEVEL** | **DESCRIPTION** | **ELIGIBILITY** |
| 5 | **OUTSTANDING** | The Officer has achieved 100% (Overall performance, including Core Values) |
| 4 | **VERY SATISFACTORY** | The Officer has achieved 80% to 99% (Overall performance, including Core Values) |
| 3 | **SATISFACTORY** | The Officer has delivered 60% to 79% (Overall performance, including Core Values) |
| 2 | **MODERATE** | The Officer has performed 50% to 59 % (Overall performance, including Core Values) |
| 1 | **UNSATISFACTORY** | The Officer has achieved 1% to 49% (Overall performance, including Core Values) |
| 0 | **VERY UNSATISFACTORY** | The Officer has achieved 0% (Overall performance, including Core Values) |

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| **SECTION 4: PERFORMANCE APPRAISAL - BEHAVIORAL ASSESSMENT**  **CORE VALUES:** Our value system that will shape our culture is **"{d.coreValues.acronym}"** {d.coreValues.values[i].value}, {d.coreValues.values[i+1].value} | | | | |
| **General behavioral attributes** | | **Description** | **Score** | **Comments with justification** |
| **{d.behavioralAttributes [i].index}** | **{d.behavioralAttributes [i].attribute} ({d. behavioralAttributes[i].** **percentage}%)** | {d.behavioralAttributes[i].description} | {d.behavioralAttributes[i].score} | {d.behavioralAttributes[i].commentsJustification} |
| **{d.behavioralAttributes [i+1].index}** |  |  |  |  |
| **Total score out of 20%** | | |  |  |
| **Overall Score (Section 3 and 4)** | | |  |  |
| **Performance level** | | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION 5: PERFORMANCE IMPROVEMENT PLAN (To be completed by the Supervisor after a joint discussion to identify the competences and skills that the Supervisee requires to improve performance.)** | | | |
| **Identified Performance Gap** | **Support offered to improve performance** | **Agreed Action** | **Time Frame** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **SECTION 6: COMMENTS** |
| **Supervisee’s Comment:**  **Name, Signature & Date:** {d.supervisee.name} |
| **1st Level Supervisor’s Comment:**  **Name, Signature &Date:** |
| **2nd Level Supervisor’s Comment:**  **Name, Signature &Date:** |
| **Responsible Officer’s Comment:**  **Name, Signature &Date:** |

**ANNEX III: PERFORMANCE REVIEW TEMPLATE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Performance Objective** | **Actions/Activities** | **Progress on implementation of required action** | **Current Statistics on achievement of KPIs** | **Comments and recommendation for improvement** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Name, Title & Signature of Supervisee **{d.supervisee.name}, {d.supervisee.jobTitle},** Date ……………………………..

Name, Title & Signature of Supervisor **{d.supervisor.name}, {d.supervisor.jobTitle},** Date ……………………………..

**ANNEX IV: PEER REVIEW QUESTIONNAIRE**

Please answer the questions thoroughly and truthfully

Name of Officer under review **{d.supervisee.name}** Date ……………………………..

**Ratings definitions**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **0** | **Never** | **1** | **Rarely** | **2** | **A few times** | **3** | **Averagely** | **4** | **Most of the times** | **5** | **Always** |

Circle the number that most accurately describes the conduct of the officer.

Please note that NE (Not Evaluated) is applicable where the evaluator has no firsthand knowledge of the Officer or has not interacted with the individual in that area

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RATINGS** | | 0 | 1 | 2 | 3 | 4 | 5 | NE |
|  | Behaves in a manner that is consistent with the Organization’s Vision, Mission and values |  |  |  |  |  |  |  |
|  | Is viewed as a person of integrity by co- workers |  |  |  |  |  |  |  |
|  | Has attitude of helpfulness towards co-workers |  |  |  |  |  |  |  |
|  | Complies with government policies and procedures |  |  |  |  |  |  |  |
|  | Is professional and courteous when communicating with workers |  |  |  |  |  |  |  |
|  | Represents the Organization in a positive manner when communicating with clients |  |  |  |  |  |  |  |
|  | Follows through with tasks and responsibilities in an appropriate and timely manner |  |  |  |  |  |  |  |
|  | Demonstrates respect for workers and ideas of others |  |  |  |  |  |  |  |
|  | Is willing to accept responsibility for his or her own actions |  |  |  |  |  |  |  |
|  | Is some one that you feel would make an effective supervisor |  |  |  |  |  |  |  |

**Name and signature of the Reviewer……………………………………..**

**ANNEX V: SCHEDULE OF DUTIES**

|  |  |
| --- | --- |
| **Name of Officer** | {d.supervisee.name} |
| **Title and Salary Scale** | {d.supervisee.jobTitle}  **{d.supervisee.salaryScale}** |
| **Name and title of Supervisor** | {d.supervisor.name}  {d.supervisor.jobTitle} |
| **Names and titles of supervisees** | - {d.supervisees[i].jobTitle}  {d.supervisees[i+1].jobTitle} |
| **Job summary/ purpose** | {d.scheduleOfDuty.jobSummary} |
| **Key Results Areas/ Duties/ Responsibilities** | -{d.scheduleOfDuty.resultAreas[i].resultArea}  {d.scheduleOfDuty.resultAreas[i+1].resultArea} |
| **Outputs** | **{d.scheduleOfDuty.outputs[i].index**} {d.scheduleOfDuty.outputs[i].output}  **{d.scheduleOfDuty.outputs[i+1].index}** |
| **Activities** | **{d.scheduleOfDuty.activities[i].index}** {d.scheduleOfDuty.activities[i].activity}  **{d.scheduleOfDuty.activities[i+1].index}** |
| **Clients/ People the Officer relates with in execution of his/her duties** | - {d.scheduleOfDuty.clients[i].client}  {d.scheduleOfDuty.clients[i+1].client} |
| **Reporting arrangements** | - {d.scheduleOfDuty.reportingArrangements[i].reportingArrangement}  {d.scheduleOfDuty.reportingArrangements[i+1].reportingArrangement} |
| **Guiding documents in execution of duties** | - {d.scheduleOfDuty.guidingDocuments[i].guidingDocument}  {d.scheduleOfDuty.guidingDocuments[i+1].guidingDocument} |