DRVEMP

1. INSTRUCTIONS

Administrative Drivers will be appraised using only this Appraisal Form.

1.1. The performance appraisal process should include the following steps :

• Complete Staff Performance Appraisal Form for employee by completing as

appropriate each section.

• At the end of the Appraisal Form review, add up the score and use conversion factor

to convert the Overall % Score to 50%.

• Schedule meeting to discuss the appraisal and performance expectations with

employee for upcoming year.

• Conduct performance appraisal meeting and agree Overall % Score with employee

• Send signed form to your N+1 for comments.

• If no comments by N+1, send form to HR for further processing

• If comments by N+1, form goes back to Line Manager for a second meeting with

employee to discuss N+1’s action

• Then send form to the HR Division for further processing

• Overall Performance Ratings will be known after the Smoothing Exercise by

Management.

1.2. PERFORMANCE RATINGS’ DEFINITIONS AND SCORES:

Exceptional: Work performance consistently exceeds performance standards throughout

planning and execution leading to outstanding results. Accomplishments are significantly

beyond all target performance levels (Score is 4).

Successful: Work is fully satisfactory. Employee consistently meets and occasionally /

frequently exceed performance standards. This represents the expected level of

performance established by the Line Manager with reference to the job description

(Score is 3).

Development Needed: Performance standards are not fully achieved; Accomplishments

meet most but not all target levels. Contributions are reliable, but

guidance/counsel/supervision is necessary; Employee needs to improve performance in

targeted areas during the next appraisal period (Score is 2).

Underperformance: Work performance of major job duties is below standard expected

and at an unacceptable level; Accomplishments are basic and unreliable. Contributions do

not meet necessary target levels of competencies. Employee must demonstrate improved

work within immediate period