STDEMP

1. INSTRUCTIONS

This form should only be used to appraise employees that have direct reports.

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

• Complete Staff Performance Appraisal Form for employee by completing as

appropriate each section.

• 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 of time (3 months) through Performance Improvement Plan

(Score is 1).

1.2. How to fill in the form:

This form should only be used to appraise employees that have direct reports.

• For each of the 10 criteria sections below, answer every question by scoring the

employee from 1 to 4 in the dedicated box; using the ratings above as guide.

• Only one mark per variable.

• All the performance variables below are applicable to employees that have direct

reports; therefore, each should get a score.

• At the end of the Appraisal Form review, add up the total score and use the relevant

conversion factor (0.50) in section 2.1 to convert the total score to 50%. This is total

score “A”

• The Total weighted score calculated in the Contract of Objectives Form forms total

score “B”

• The sum of (A) + (B) gives the ‘Overall Score.

• Use the Overall Summary (section 2.2) to determine the Overall % Score.