

**REPUBLIC OF RWANDA**



**MINISTRY OF PUBLIC SERVICE AND LABOUR**

## **ORIENTATION ON PERFORMANCE's QUALITY EVALUATION**

**January, 2023**

## I. QUALITY EVALUATION CRITERIA

The supervisor is required to rank the quality of reported activity alongside the automatic generated marks by the system. Below is the orientation towards objective assessment and ranking:

#	Criteria	Description	Coefficient
1.	Excellent	Activity report which has outstanding content, supervisor does not make any edit or comment or inputs since the report was done with due diligence, he/she accepts the reported activity as fullfilling the required quality and expected standards.	0.95
2.	Very good	Activity report with has clear content that conveys full information that is needed but still does not fully meet the required standards expected. A supervisor accepts the reported work with minor comments, edits, or inputs.	0.85
3.	Good	Activity report which does not satisfactorily reflect completed work compelling the supervisor to indicate areas requiring improvement towards meeting expected result standards.	0.75
4.	Fair	Activity report which requires for a big improvement to meet expected result standards.	0.6
5.	Poor	Activity report with content that is substandard and the quality of the work is below the expected result standards.	0.4

## II. EVALUATION OF COMPETENCIES

The evaluation of competencies is carried out at the end of the fiscal year in June. The competence evaluation menu is automatically activated at the end of the fiscal year and deactivated throughout other quarters.

## III. EMPLOYEE PERFORMANCE SCORES

At the end of fiscal year, the employee performance score will be a sum of scores from evaluation of expected results and scores from evaluation of competencies.