**ANNEXURE 9.1**

**EXECUTIVE PERFORMANCE APPRAISAL FORM**

For the rating period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agency:**…………………………………………………….

**Name of the employee:** ……………………………………

**Position Title:** ……………………………………………..

**Employee ID No:** ………………………………………….

**Position Title:** ………………………………………………

**Name of the Supervisor:** ………………………………….

*(Rating to be given in points)*

1. **EVALUATION OF PERFORMANCE OUTPUT**
2. How would you rate the extent of his/her performance accomplishment in terms of the programs, projects, and targets for the last year?
3. Outstanding : 3.5- 4.00 points
4. Very Good : 2.5- 3.49 points
5. Good : 1.5 - 2.49 points
6. Improvement Needed : 0 – 1.49 points

 Substantiate rating with:

1. At least one example: ………………………………………………….
2. Budget utilization: Approved Achievement
3. How would you rate the quality of his/her work output in the last year?
4. Outstanding : 3.5- 4.00 points
5. Very Good : 2.5- 3.49 points
6. Good : 1.5 - 2.49 points
7. Improvement Needed : 0 – 1.49 points

Substantiate rating with at least one example:

1. How would you rate the timeliness of his/her work output in the last six months?
2. Outstanding : 3.5- 4.00 points
3. Very Good : 2.5- 3.49 points
4. Good : 1.5 - 2.49 points
5. Improvement Needed : 0 - 1.49 points

Substantiate rating with at least one example:

 **TOTAL RATING:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DIVIDE TOTAL RATING’ BY3 = AVERAGE RATING [A]:** \_\_\_\_\_\_\_\_\_\_

1. **EVALUATION OF COMPETENCIES**
2. Management of work (it includes the ability to plan, prioritize, delegate, monitor, evaluate, and decision-making skills)
3. Outstanding : 3.5- 4.00 points
4. Very Good : 2.5- 3.49 points
5. Good : 1.5 - 2.49 points
6. Improvement Needed : 0 – 1.49 points

Substantiate rating with at least one example:

1. Management of Resources (it includes among others the ability to mobilize resources, effective utilization, proper management of facilities and equipment)
2. Outstanding : 3.5- 4.00 points
3. Very Good : 2.5- 3.49 points
4. Good : 1.5 - 2.49 points
5. Improvement : 0 – 1.49 points

Substantiate rating with at least one example:

1. Management of Resources (it includes among others the ability to mobilize resources, effective utilization, proper management of facilities and equipment)
2. Outstanding : 3.5- 4.00 points
3. Very Good : 2.5- 3.49 points
4. Good : 1.5 - 2.49 points
5. Improvement : 0 – 1.49 points

Substantiate rating with at least one example:

1. Management of Linkages (it includes among others the ability to work effectively with other peers of other Agencies/departments, stakeholders, superiors, and clients)

Substantiate rating with at least one example:

**TOTAL RATING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**DIVIDE ‘TOTAL RATING’BY 4 = AVERAGE RATING (B) : \_\_\_\_\_\_\_\_**

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| --- |
| **Comments by the employee**(Comments on some of your special achievements and on areas that you need to improve)(**Signature of the employee**) |
| **Comments by the Supervisor** **(Signature of the Supervisor)**  |

*THE APPRAISAL MEETING WITH THE EMPLOYEE IS CONCLUDED AT THIS POINT.*

**THE HR OFFICER SHALL COMPLETE THE FINAL RATING CALCULATION BELOW, AND SUBMIT TO THE HR COMMITTEE**

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| **Final rating calculation**Average Rating (A): ………….. 60% Weightage+ Average Rating (B): …………. 40% Weightage = Final Rtaing (C): …………….. Calculate: (A\* 0.6) + (B \* 0.4) = CIf C= [ tick the appropriate box to confirm Final Rating]:  3.50 – 4.00 Outstanding 1.50 – 2.49 Good  2.50 - 3.49 Very Good 0 – 1.49 Improvement Needed **Name & Signature of HR Officer**  |

|  |
| --- |
| **Comments by the Chairperson**(Comments on the general performance and potential of the employee)**(Name & Signature of Chairperson)**  |