

REPUBLIC OF THE GAMBIA

NAME OF MINISTRY/INSTITUTION

STAFF APPRAISAL AND PERFORMANCE REVIEW FORM

Section 1. Personal information

Name of Employee

Payroll Number Date of Birth.....

Unit/ Section.....

Start Date of current job:

Appraisal Period: From..... To.....

Section 2. Job details

Job title.....

Grade.....

(a) Performance targets (in relation to the current job) :

Do you and the job holder agree on targets set? Yes No

Supervisor's Name.....

Designation.....

Supervisor's signature..... *Job holder's signature*.....

Date.....

Date.....

***HEAD OF DEPT.'s SIGNATURE*..... (To reflect endorsement)**

(If no, explain the reason below and refer matter to next level supervisor:-

***Supervisor's signature*..... *Date*.....**

(b) In the event of disagreement on targets, discuss changes and record any unresolved differences here:-

Supervisor's signature..... Job holder's signature.....

Date.....

Date.....

Section 3. Assessment of performance

Definition of ratings

1. Performance exceeds expectations (80-100)
2. Performance fully meets the expectations (60-79)
3. Performance not fully up to requirement, some improvement necessary (40-59)
4. Performance below expectations (less than 40 points)

Give relevant scores to the appraisee as required against each of the work criteria indicated, taking into consideration the maximum points already recorded.

Criteria	Maximum points	Evaluator's score	Comments
Work Activity			
Planning of work	10		
Quality of work	10		
Output of work	10		
Timeliness of work	10		
Sub Total			
Management			
Motivation of staff	10		
Effective use of other resources	5		
Sub Total			
Communication			
Oral communication	5		
Written communication	5		
Working relationships			
Team work	5		
Relation with the public	5		
Sub Total			
Knowledge/skill			
Professional and technical Knowledge	5		
Application of knowledge and skills	5		

Sub Total			
Conduct and attitude			
Attendance and Punctuality	5		
Acceptance of responsibility	5		
Creativity/innovativeness	5		
Sub Total			

Section 4, RANKING OF OVERALL PERFORMANCE

Rank all relevant scores indicating the total score on each of the criteria below:

CRITERIA	TOTAL SCORE
Work activity	
Management	
Communication	
Working Relation	
Knowledge/Skills	
Conduct and attitude	
TOTAL	

Supervisor's signature..... Date..... Job holder's signature..... Date:

FOR SUPERVISOR ONLY

Section 5, RECOMMENDATIONS

1. Where the appraisee score 80 and above- A letter of commendation be issued copied to the Secretary General, Permanent Secretary, PMO and, Secretary, PSC. Employee will be viewed favourably in considering promotion to next level subject to the availability of relevant vacancy and recommendation by the Head of Department, where there is no vacancy, two (2) steps incremental points should be recommended.
2. Where the appraisee scores between 60 and 79 points, one (1) step incremental points should be recommended
3. Where the appraisee scores between 40 and 59 points, normal incremental point is awarded

4. Where the appraisee scores below 40 points, incremental point should be denied and if it is established that the underperformance is due to (iii) below, a warning letter copied to the Secretary General, Permanent Secretary, PMO and, Secretary, PSC will be issued.

Note: it is important that the reasons for underperformance in 3 and 4 above be established.

- I. Are the necessary resources /environment available?
- II. Is the appraisee equipped with the necessary knowledge and skills to effectively carry out functions as required?
- III. Is the underperformance due to lack of discipline/poor conduct on the part of the appraisee?

Recommendations of Head of Department to Permanent Secretary, PMO

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HOD's signature.....

Date.....