

SECTION F

1. Each employee's performance appraisal must be discussed privately with the employee by the immediate supervisor. The supervisor must discuss both the employee's strengths and weaknesses as revealed by the performance appraisal, as well as a means of improving the shortcomings.

2. Performance Appraisal Score Matrix

No.	Evaluation Factors/ Indicator	Degree						
		7	6	5	4	3	2	1
1.	Quantity of Work	28	24	20	16	12	8	4
2.	Quality of Work	28	24	20	16	12	8	4
3.	Job Knowledge	21	18	15	12	9	6	3
4.	Initiative	14	12	10	8	6	4	2
5.	Responsibility	14	12	10	8	6	4	2
6.	Judgement	14	12	10	8	6	4	2
7.	Contacts with Public	14	12	10	8	6	4	2
8.	Level of Co-operation	14	12	10	8	6	4	2
9.	Dependability	14	12	10	8	6	4	2

3. Overall Performance Rating : (Please tick appropriate score)

- 161 — 147 **OUTSTANDING:** Exceptional in ability, capacity and performance.
- 146 — 132 **VERY GOOD:** Very effective.
- 131 — 117 **GOOD:** Competent and conscientious.
- 116 — 102 **SATISFACTORY:** Average performance with some shortcomings but will improve with experience and training.
- 101 — 87 **NOT QUITE SATISFACTORY:** Below average performance.
- Below 87 **UNSATISFACTORY:** Definitely not up to the required standard.

SECTION G

Received by Employee :

Discussed with Employee :

Signature (Employee)

Date

Signature (Supervisor)

Date

* Supervisor's Comments :

* Employee's Comments :

Permanent Secretary/Head of Department's Comments :

*Permanent Secretary's/
Head of Department's Signature*

Date

N.B. Employee must return form to Supervisor within 3 working days of receipt of Appraisal Form.

* AN EXTRA SHEET CAN BE ATTACHED.