

ROYAL CIVIL SERVICE COMMISSION SUMMATIVE PERFORMANCE REVIEW FORM



(FOR P & S POSITION CATEGORIES)
For the period ______to____

Employee/Supervisor Information

Name of Agency:	
Name of the Employee:	
Employee ID No:	
Position Title:	
Position Level:	
Major Occupation Group:	Sub Group:
Name of the Supervisor:	
Position Title of the Supervisor:	

Process: In the first instance, the employee is to complete the Summative Review Form as best they can with reference to the Work Planning and Review Forms. Performance Outputs and Core Competencies are to be listed/described and a 'self-rating' given along with supplementary information where necessary. Note: While rating the performance outputs, both quality and quantity aspects must be considered. When complete, the form is then submitted to their supervisor. The supervisor will review the form and make appropriate notes. A meeting between the supervisor and employee is then arranged to discuss the Summative Review Form in more detail and finalise ratings. The 'final rating' is to be approved and written down by the Supervisor.

RATINGS ON PERFORMANCE FACTORS

(Use additional sheets if required)

(Ratings should pertain to Performance Outputs	Employee	Final rating
as outlined in Work Planning and Review	self-rating:	(Supervisor):
Forms. Add additional outputs as necessary)		
PERFORMANCE OUTPUT I:		
PERFORMANCE OUTPUT II:		
PERFORMANCE OUTPUT III:		
PERFORMANCE OUTPUT IV:		
PERFORMANCE OUTPUT V:		
PERFORMANCE OUTPUT VI:		
	TOTAL	
	FINAL	
	RATING:	
Divide 'Total Final Rating' by number of	AVERAGE	
individual final ratings =	RATING (A):	
		•

(Signature of the Employee)

(Signature of the Supervisor)

(Signature of the Manager)

RATINGS ON CORE COMPETENCIES

Core Competency	Employee Self-rating:	Final Rating (Supervisor):
1. Integrity		
2. Attitude		
3. Punctuality		
4.		
5.		
6.		
7.		
	TOTAL FINAL RATING:	
Divide 'Total Final Rating' by 7 =	AVERAGE RATING (B):	

(Signature of the Employee)

(Signature of the Supervisor)

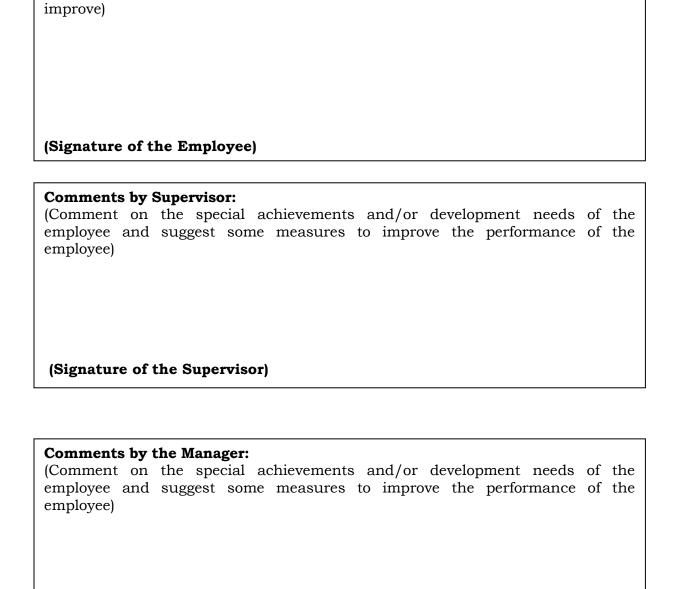
(Signature of the Manager)

DEVELOPMENT NEED OF THE EMPLOYEE

(Comment on some of your special achievement and on areas that you need to

Comments by the Employee

(Signature of the Manager)



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

THE HR OFFICER SHALL COMPLETE THE FINAL RATINGS CALCULATION BELOW, AND SUBMIT TO THE HR COMMITTEE.

FINAL RATINGS CALCULATION:					
Average Rating (A): 60% Weightage					
+ Average Rating (B): 40% Weightage = Final Rating (C): Calculation: (A x 0.6) + (B x 0.4) = C					
If C = [tick appropriate box to con	firm Final Rating]:				
3.50 – 4.00 Outstanding	g 1.50 – 2.49	Good Good			
2.50 – 3.49 Very Good	0 – 1.49	Improvement Needed			
Name and Signature of HR Officer					
Comments by the HR Committee: (Comment on the general performance and potential of the employee)					
(Name and Signature of Chairperson, HR Committee)					