



PERFORMANCE MANAGEMENT PROGRAMME

Information Protected – Personal information provided on this PMP form is protected, and used in accordance with the provisions of the Data Protection Act.

The information requested will be used for performance management purposes by the Ministry / Department indicated at Section 1 of this form, and for promotion/progression purposes by the Management & Personnel Office and the Public Service Commission.

Section 1

Personal Information - See Handbook Pages 8-10, 28

FULL NAME		
ID NUMBER		
MINISTRY		
DEPARTMENT		
SECTION / UNIT		
GRADE & SCALE		

THIS DOCUMENT COVERS THE PERIOD	DAY	MONTH	YEAR
FROM			
TO			

Schedule of Reviews & Final/Overall Assessment

	Day	Month	Year	Employee's Initials	Supervisor's Initials
1ST REVIEW					
2ND REVIEW					
3RD REVIEW					
4TH REVIEW					
FINAL OVERALL ASSESSMENT					

EMPLOYEE'S SUPERVISOR		
GRADE & SCALE		

NEXT LEVEL SUPERVISOR		
GRADE & SCALE		

Section 2a

Work Plan - See Handbook Page 14

Write in the tasks or duties that are mutually agreed to and determine the corresponding measurements

1.	
2.	
3.	
4.	
5.	
6.	
SIGNATURE OF EMPLOYEE	

Section 3

Changes in Activities / Tasks - See Handbook Page 11

Use this section if any of the tasks at Section 2a need to be amended during the PMP term

1.
2.
3.

Performance Measurements - See Handbook Page 18
The details upon which performance will be measured

SIGNATURE OF SUPERVISOR	

Section 4
Training Plan - See Handbook Page 24

Write in any skills or abilities that the employee requires in order to satisfactorily perform her / his current duties or any other training that is to take place during the term of the PMP

	TRAINING COMPLETED	
	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Performance Review Computation - See Handbook Pages 20, 28, 32-35

Evaluation Keys:

- A** Performance, which consistently exceeds the expectations specified in the work-plan.
- B** Performance, which regularly meets the expectations as specified in the work-plan.
- C** Performance, which frequently meets the expectations as specified in the work-plan.
- D** Performance, which does not meet the expectations as specified in the work-plan.
- F** Performance, which is totally unacceptable.

ACTIVITIES / TASKS		COMMENTS	REVIEW SESSION			
			1 st	Mid	3 rd	4 th
1						
2						
3						
4						
5						
6						

CHANGES IN ACTIVITIES/TASKS (IF ANY)		COMMENTS	REVIEW SESSION			
			1 st	Mid	3 rd	4 th
1						
2						
3						

* FINAL OVERALL ASSESSMENT	→→→	
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Important: **It is imperative that the Supervisor clearly indicates in the box above, the overall average rating of the employee's performance for the entire PMP period.*

Final Global Comments - See Handbook Page 38

Employee's Comments	Supervisor's Comments	Next Level Supervisor's Comments
Signature & Date	Signature & Date	Signature & Date