

**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.

## Performance Management Programme

### 1. PERSONAL INFORMATION

FULL NAME	ID NUMBER
MINISTRY	DEPARTMENT
SECTION	UNIT
GRADE	SCALE
<i>Supervisor (Name &amp; Grade)</i>	<i>Next Level Supervisor (Name &amp; Grade)</i>

### 2. PERIOD COVERED

FROM	DAY	MONTH	YEAR
TO	DAY	MONTH	YEAR

### 3. SCHEDULE OF REVIEWS

MID-TERM REVIEW	DAY	MONTH	YEAR
ANNUAL REVIEW	DAY	MONTH	YEAR

### 4. SKILLS (Training)

Additional skills and knowledge required (if any) by employee during the year in order to achieve targets

Completed

Yes / No

Completed

Yes / No

**5. WORK PLAN** (to be agreed upon between supervisor and employee at the start of the validity period)

*Tasks /Activities* – To include in broad terms the major tasks or assignments as agreed between employee and supervisor.

*Performance Measure* – Determines how an activity or task is to be done and how results are to be ascertained in terms of quantity, quality, timeliness etc...

	Tasks/Activities	Performance Measurements	REVIEWS	
			Mid-Term Points	Annual Points
1				
2				
3				
4				
5				

**Employee's Signature:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**6. FINAL OVERALL RATING:**  
**(To be filled by Supervisor)**  
 Insert the overall rating of the employee's performance for the entire PMP validity period

<i>Points</i>
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**Rating Scale**  
 Outstanding  
 Above Average  
 Average  
 Unsatisfactory

**Points**  
 16 - 20  
 11 - 15  
 6 - 10  
 0 - 5

**7. GLOBAL COMMENTS:**

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