|  |  |
| --- | --- |
| APPRAISAL PERIOD: | |
| EMPLOYEE ID No. | |
| NAME OF THE EMPLOYEE: |  |
| POSITION TITLE: | POSITION LEVEL: |
| DIVISION: | DEPARTMENT/AGENCY: |

**Assurance on Accuracy of CV:** I have verified my CV in CSIS and hereby declare that the information is correct as of date…………………………….

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency Behavior** | **Description** | **Rating by Supervisor (0-4)** | **Comments** |
| 1.Ethics & Integrity | Earns others’ trust and respect through consistent honesty and professionalism in all interactions |  |  |
| 2.Communication Skills | The ability to convey information to another effectively and efficiently |  |  |
| 3.Service Focus | Values and delivers quality service to all |  |  |
| 4.Team Work | Promotes cooperation and commitment within a team |  |  |
| 5.Self Management | Manages own time, priorities, and resources to provide quality services |  |  |
| 6.Safety Focus | Adheres to all workplace and work safety laws, regulations, standards, and practices |  |  |
| **Total Rating** | |  |  |
| **Average Rating = Total Rating/6** | |  |

**(Signature of Employee) (Name and Signature of Supervisor)**

Overall Rating Table:

|  |  |  |
| --- | --- | --- |
| Performer category | Definition | Rating scale |
| 1.Outstanding | Achieved exceptionally high level of performance | 3.00-4.00 |
| 2. Very Good | Performed at higher level than required | 2.00-2.99 |
| 3. Good | Employee fulfilled requirement of the job | 1.00-1.99 |
| 4. Needs Improvement | Results/Behavior far below performance requirement | <=0.99 |