

Performance Appraisal Form for Operational Category



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