

PERFORMANCE AND APPRAISAL FORM (IWP) FOR PMC

FINANCIAL YEAR:

Section A : Employee Details

Employee ID :

Name :

Position Title/Level:

Working Agency :

Section B: Agency Strategic Plan/Annual Performance Target

Output	Activity	KPI	Individual Performance Reporting	Supervisor Assessment/Monitoring Report
Output 1	Activity 1.			
	Activity 2.			
Output 2	Activity 1.			
Output 3	Activity 1.			

(Add rows to insert more output/activities accordingly)

Section C: Leadership and Management Competency Framework

Competency	Key Competencies	Remarks by Supervisor
STRATEGIC VIEW	Innovation & Creativity	
	Analytical Ability	
	Decision Making	
	Risk Management & Contingency Planning	
ACHIEVE RESULTS	Builds Organizational Capabilities	
	Problem Solving	
	Conflict Management	
	Team Spirit/Team Building	
	Project Management	
	Change Management	
	Mentoring & Coaching	
	Result Oriented	

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CULTIVATE PRODUCTIVE WORKING RELATIONSHIP	Citizen Centric	
	Statesmanship	
	Emotional Intelligence	
	Empathy (Listen, understands & adapts to audience)	
	Collaborative Skills	
PERSONAL DRIVE AND INTEGRITY	Professionalism	
	Motivation & Inspiration	
	Transparency & Accountability	
	Integrity	
COMMUNICATES EFFECTIVELY	Effective Communication Skills	
	Adaptability/Flexible Thinking Skills	
	Negotiation Skills (ability to work towards win-win outcomes)	
	Observant and Investigative Skills	
STRATEGIC VIEW	Foresightedness	

Section D: Minimum Mandatory and Self-directed Training

Sl.No	Title of the Training <i>(list down the MMT and SDT below)</i>
1.	
2.	

(Add rows to add the trainings accordingly)

Section E: Overall Assessment

Overall Score (Moderation Result of OS, VG, G and NI)	Overall Comments