



**Republic of the Marshall Islands
Office of the Public Service Commission**

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PERFORMANCE EVALUATION

Name: _____ Social Security No: _____

Ministry/Agency: _____

Position Title: _____ Pay Level: _____

Period: _____

Competencies	Assessment	
	(a) Immediate Supervisor Point(s)	
	Sub Scale	Average Point(s)
1. KNOWLEDGE OF WORK: Consider to what extent the employee understands _____ in his/her workplace. <ul style="list-style-type: none"> - duties and responsibilities as listed in job description - policies - procedures and practices 	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	<u>Average points</u> 1 to 5
2. QUALITY AND QUANTITY OF WORK: <ul style="list-style-type: none"> - Accurately follows processes/procedures - Attentive to all details and aspects of job/process to complete quality output - Ensures a high quality output of work (resulting in minimal acceptable/zero errors) - Number of assignments completed accurately - Volume of work produced 	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	<u>Average points</u> 1 to 5
3. PLANNING AND ORGANIZING: <ul style="list-style-type: none"> - Prioritizes activities and assignments effectively and adjusts as appropriate - Uses time effectively and stays focused to ensure work is completed - Determines tasks and secures appropriate resources to get things done - Meets commitments and deadlines consistently 	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	<u>Average points</u> 1 to 5
4. INITIATIVE AND PROBLEM-SOLVING: Consider whether the employee: <ul style="list-style-type: none"> - thinks independently and offers suggestions about new ways of completing tasks - has the ability to use judgment and make sound decisions on a daily basis - produces creative solutions to problems and risk taking 	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	<u>Average points</u> 1 to 5
5. LEADERSHIP: Consider the levels of _____ that motivate subordinates and teams towards achieving an organizational goal. <ul style="list-style-type: none"> - vision, and clear direction - coaching ability, and counseling - proving (displaying) personal example 	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	<u>Average points</u> 1 to 5

<p>6. COMPOSURE:</p> <ul style="list-style-type: none"> - Maintains effective performance under pressure - Copes effectively and develops effective approaches to deal with pressure/stress - Maintains constructive interpersonal relationships when under stress 	<p>1 2 3 4 5 1 2 3 4 5 1 2 3 4 5</p>	<p><u>Average points</u> 1 to 5</p>
<p>7. INTERPERSONAL SKILLS: Consider whether the employee establishes and maintains harmonious work relationships with___:</p> <ul style="list-style-type: none"> - seniors - colleagues - subordinates - external clients <p>Consider whether the employee displays_____:</p> <ul style="list-style-type: none"> - friendliness, cooperativeness, and helpfulness 	<p>1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5</p>	<p><u>Average points</u> 1 to 5</p>
<p>8. WILLINGNESS TO TAKE DECISION AND ACCEPT RESPONSIBILITY: Consider the employee's_____:</p> <ul style="list-style-type: none"> - ability to make right decisions - readiness to accept higher responsibility - ability to exercise delegated authority for making decisions - accepts responsibility for results. 	<p>1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5</p>	<p><u>Average points</u> 1 to 5</p>
<p>9. DEPENDABILITY: Consider the employee's sense of_____in meeting the work requirements, including time and the levels of supervision and directions required:</p> <ul style="list-style-type: none"> - responsibility - reliability - confidentiality 	<p>1 2 3 4 5 1 2 3 4 5 1 2 3 4 5</p>	<p><u>Average points</u> 1 to 5</p>
<p>10. COMMUNICAITON SKILLS: Consider the employee's ability to express his or her ideas & thoughts clearly, accurately, logically and concisely by:</p> <ul style="list-style-type: none"> - writing presentations - oral presentations 	<p>1 2 3 4 5 1 2 3 4 5</p>	<p><u>Average points</u> 1 to 5</p>
<p>11. PUNCTUALITY AND REGULARITY IN ATTENDANCE: Consider the employee's:</p> <ul style="list-style-type: none"> - reporting to duty on time - staying after office hours to meet deadlines - regularity in attendance - notifying the office when unable to report to duty 	<p>1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5</p>	<p><u>Average points</u> 1 to 5</p>
<p>12. ANALYTICAL AND INTELLIGENCE: Consider the employee's ability to:</p> <ul style="list-style-type: none"> - analyze work independently - assess his or her work for improvements - accept mistakes - understand and grasp implications of situations and ideas quickly 	<p>1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5</p>	<p><u>Average points</u> 1 to 5</p>

		(a) Immediate Supervisor	
		Point(s)	
Features/Qualities		<i>Sub Scale</i>	<i>Average Point(s)</i>
SUB-TOTAL			
TOTAL			

Performance Tally/Criteria

Points	Performance Evaluation	Performance Ratings	Criteria
1 point	Unsatisfactory	0.08 - 1.49	Not met the minimum expectation
2 points	Below Average	1.50 - 2.42	Performance standards are not fully achieved; need to improve performance
3 points	Average	2.50 - 3.33	Employee consistently meets and occasionally exceeds performance standards
4 points	Above Average	3.42 - 4.33	Satisfactory and often exceeds performance standards
5 points	Outstanding	4.42 - 5.00	Work performance exceeds standards

Points	Score	Points	Score	Points	Score
1	0.08	21	1.75	41	3.42
2	0.17	22	1.83	42	3.50
3	0.25	23	1.92	43	3.58
4	0.33	24	2.00	44	3.67
5	0.42	25	2.08	45	3.75
6	0.50	26	2.17	46	3.83
7	0.58	27	2.25	47	3.92
8	0.67	28	2.33	48	4.00
9	0.75	29	2.42	49	4.08
10	0.83	30	2.50	50	4.17
11	0.92	31	2.58	51	4.25
12	1.00	32	2.67	52	4.33
13	1.08	33	2.75	53	4.42
14	1.17	34	2.83	54	4.50
15	1.25	35	2.92	55	4.58
16	1.33	36	3.00	56	4.67
17	1.42	37	3.08	57	4.75
18	1.50	38	3.17	58	4.83
19	1.58	39	3.25	59	4.92
20	1.67	40	3.33	60	5.00

Use the calculation below and the table to determine the employee's rating.

Performance Rating Calculation:

Average points = Total Employee Performance Rating

Comments on assessment by Immediate Supervisor:

Comments on assessment by the Head of Department:

Comments on assessment by the Employee:

Print Name of Immediate Supervisor

Print Name of Employee

Immediate Supervisor Signature

Employee Signature

Date: _____

Date: _____

Print Name of Department Head

Print Name of Secretary/Agency Head

Department Head Signature

Secretary/Agency Head Signature

Date: _____

Date: _____

Public Service Commission Actions (For PSC Use Only)

Comments from PSC Performance Management Department:

Performance Management Coordinator

Signed

Date