



# CONFIDENTIAL

## Barbados Public Sector Annual Performance Review & Development Form

VERSION-38: 17 - 01 - 08

Government of Barbados

The Performance Review and Development System (PRDS) will relate individual performance to Government and organisational goals; encourage and appraise the development of competencies; provide an opportunity for improved dialogue between employees, supervisors and managers; foster fair and open appraisal; resolve performance problems; and recognize good performance. **This form should be used in conjunction with the PRDS Guidelines document** and be made available for the consideration of the Public, Police, Judicial and Legal Services Commissions no later than 15th May of each year.

### PART 1 Period of Review (in line with annual cycle or commencement date of employee)

From: 

D	M	Y
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 To: 

Y	M	Y
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 Min./Dept./Agency \_\_\_\_\_ Employer No \_\_\_\_\_

Employee Surname \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Post \_\_\_\_\_ National Registration No. \_\_\_\_\_

Name of Immediate Supervisor during relevant period \_\_\_\_\_ Post \_\_\_\_\_

Name of Next Level Manager or Countersigning Officer \_\_\_\_\_ Post \_\_\_\_\_

### OVERALL ANNUAL PERFORMANCE REVIEW

Select an Overall Annual Performance Review Rating of 5 to 1 from the ratings given below, by finding the average of the scores given on page 3. Tick (✓) the appropriate box to assign the final rating in line with the rating scale given.

- 5  Outstanding: Achieved 100% of agreed objectives
- 4  Meets Expectations: Achieved 90 - 99% of agreed objectives
- 3  Satisfactory: Achieved 70 - 89% of agreed objectives
- 2  Needs Development: Achieved 50 - 69% of agreed objectives
- 1  Unacceptable: Achieved below 50% of agreed objectives

#### Implications of Ratings

- 5: Employee is rated promotable, accelerated progression and consideration for special recognition / awards.
- 4: Employee is rated promotable, and receives consideration for special recognition / awards.
- 3: Employee is rated promotable.
- 2 & 1: Employees whose performance fall within 1 or 2, are required to develop, together with supervisor, a performance improvement plan and will be considered promotable, when performance improves to a rating of 3.

#### Tick (✓) as appropriate

(a) Temporary officer's suitability for appointment:  
suitable  not yet suitable  unsuitable

(b) Probationary service: (See Guidelines 5.1.1, in relation to officers on probation pending permanent appointment).  
Employee's probation should be:  
confirmed  extended

(c) Employee acting in a higher post should:  
be considered for promotion  have time extended  be reverted to former post





# SECTION II : PROGRESS MEETING

## 1st PROGRESS MEETING JULY

Discuss progress, make any adjustments to Workplan.

Record and initial agreements.

D | M | Y

Date: \_\_\_\_\_

## 2nd PROGRESS MEETING DECEMBER

Discuss progress, adjustments to Workplan.

Record & initial agreements

D | M | Y

Date: \_\_\_\_\_

## APPRAISAL MEETING MARCH

Discuss and provide comments and ratings on the achievement of each objective.

Supervisor rates overall achievement on objectives at bottom of Workplan.

D | M | Y

Date: \_\_\_\_\_

### CRITICAL FACTORS AFFECTING PERFORMANCE

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### PROPOSED SOLUTIONS

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Employee's signature: \_\_\_\_\_ Supervisor's signature: \_\_\_\_\_

Next level manager's signature: \_\_\_\_\_

Employee's signature: \_\_\_\_\_ Supervisor's signature: \_\_\_\_\_

Next level manager's signature: \_\_\_\_\_

Employee's signature: \_\_\_\_\_ Supervisor's signature: \_\_\_\_\_

Next level manager's signature: \_\_\_\_\_

## SECTION II (A) : FUNCTIONAL COMPETENCIES (THESE VARY ACCORDING TO THE JOB. SEE JOB DESCRIPTION FOR SKILLS NEEDED TO PERFORM THIS JOB)

List competencies and make comments on the employee's demonstration of each competency

## SECTION II (B) : REQUIRED BEHAVIOURS

Supervisors discuss Required Behaviours during workplan development and during progress reviews. Employees are evaluated on their observable work behaviours at the Annual Review Meeting. Supervisors, in discussion with employees comment on the officer's behaviour in the following areas where relevant.

### General Work Conduct

Attends work regularly

Attends work punctually

Acknowledges and responds to supervision and instruction

Does not waste resources  
(Time, materials, funds, etc.)

Demonstrates support for the goals and policies of the department

Maintains confidentiality

### Teamwork

Consults colleagues as appropriate in making workplace decisions

Treats others with dignity and respect

Co-operates with others to meet team goals

Demonstrates willingness to share information, knowledge and resources with colleagues

Participates in work group activities

### Knowledge Of Job

Operates within all required workplace policies, procedures, rules and regulations

Demonstrates a sound knowledge and understanding of technical and operating procedures of the job

Participates in ongoing learning / training activities

### Managing Work

Accepts appropriate level of responsibility

Works adequately without supervision when necessary

Produces accurate work

Demonstrates spoken and written skills in line with the stated requirements of the position

Plans and prioritizes work

Anticipates problems and takes steps to address them

# Customer Service

- Responds sensitively and courteously in dealing with all persons \_\_\_\_\_
- Gives complete and accurate information to the public and other employees \_\_\_\_\_
- Responds to customers within time standards of the department \_\_\_\_\_
- Listens carefully to ensure understanding of others' ideas \_\_\_\_\_
- Consults with the public as appropriate \_\_\_\_\_
- Conforms with all privacy and confidentiality requirements in customer dealing \_\_\_\_\_

## SECTION II (B-1) : ADDITIONAL REQUIRED BEHAVIOURS FOR SUPERVISORS & MANAGERS

### Management

Contributes to organisational development goals and encourages staff members to work towards them

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Conforms to budgetary and financial requirements

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Establishes systems for handling organizational tasks

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Creates a work environment that encourages openness, co-operation and effective communication

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Promptly communicates policies and procedures and disseminates circulars and other information

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Encourages and supports initiatives from staff

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Facilitates the resolution of workplace conflict

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### Ongoing Learning

Takes active role in encouraging ongoing training for staff

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Utilizes knowledge and skills of individual staff members in areas of expertise

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Ensures staff maximize their efficiency and effectiveness by utilizing the technology and tools available

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Keeps up to date in area of expertise

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Disseminates information on professional or technical issues

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Responds to the needs of subordinates and is easily available to them for guidance

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## SECTION II (D) :EMPLOYEE'S COMMENTS

To assist day to day performance, what would you like the supervisor to: continue to do; to do less of; or do more of?

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What goal(s) would you like to achieve in the next 5 years?

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What would you need to do in order to achieve these goals?

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What assistance would the employee require from the department to help in achieving these goals?

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Write comments on your career development and overall performance rating

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Employee's signature: \_\_\_\_\_ Date: 

D	M	Y
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## SECTION II (E): NEXT LEVEL MANAGER/OR COUNTERSIGNING OFFICER'S COMMENT

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Next Level manager's signature: \_\_\_\_\_ Date: 

D	M	Y
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## SECTION III : STATEMENT OF ACCEPTANCE

I have read this report and consider it an \*acceptable / \*~~unacceptable~~ appraisal of my performance. \*I attach reasons for my objections. (\*Delete what does not apply).

Employee's signature: \_\_\_\_\_ Date: 

D	M	Y
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