

PERFORMANCE MANAGEMENT FORM
FOROMO EA HO NGOLA LITEBELLO LE MEOLOANE EA TSEBETSO
(for officers at Grades A – D (Bahlanka ba Grade A-D))

Ministry (Lekala)	Department (Lekalana)	Section (Lekalana)

Period of review (Selemo Sa Lichelete)

From:(Ho tloha / April) _____ To: (Ho fihlela / March) _____

GENERAL GUIDANCE

1. This Form is part of the Performance Management System for the Civil Service of Lesotho. The basic purpose is to assess as objectively as possible the employee's performance in the present job. The assessment will facilitate an objective and consistent basis for management decisions affecting advancements and employee development programs. *[Foromo ena ke karoloana ea Performance Management System ea bahlanka ba Sechaba. 'Sepheo sa eona ke ho hlahloba tsebetso ea mohlanka mosebetsing oa hae. Tlhahlobo ena e thusa baokameli ho etsa liqeto tse nepahetseng malebana le phahamiso mosebetsing ha 'moho le likoetliso tse loketseng mohlanka ts'ebetsong ea hae]*
2. For the appraisal to be objective, it is essential that the reporting officer:
 - a. clearly understands the contents of the appraisees job description and job specifications.
 - b. properly knows the officer being appraised through work supervision of at least three months.
3. Before working on this Form, supervisors or appraiser and appraisees should be familiar with the document Performance Management System for the Civil Service of Lesotho Guidelines.

PERSONAL INFORMATION

NAME OF OFFICER		EMPLOYEE NO.			
POSITION					
		<u>DAY</u>	<u>MONTH</u>	<u>YEAR</u>	
FIRST APPOINTMENT					
APPOINTMENT TO PRESENT POST					
TERMS OF APPOINTMENT (Tick √)	Permanent	<input type="checkbox"/>	Contract	<input type="checkbox"/>	Probationary <input type="checkbox"/>
NAME OF APPRAISER					
POSITION OF APPRAISER					
PERIOD WORKING WITH THE PRESENT APPRAISER (I.e. YEARS / MONTHS).					
		<u>DAY</u>	<u>MONTH</u>	<u>YEAR</u>	
APPOINTMENT TO PRESENT POST (APPRaiser)					

FIRST SEMESTER WORKPLAN AND RATINGS

(MORALO EA TSEBETSO LE LIMARAKA TSA TSEBETSO)

PERIOD (Nako ea tsebetso): FROM (Ho tloha):TO (Ho fihlela)

FIRST SEMESTER (KAROLO EA PELE EA SELEMO) [April-September]								
<i>Planning /Goal Setting (Moralo oa tsebetso)</i> <small>[BEGINNING OF THE FINANCIAL YEAR/ MAQALO A SELEMO]</small>				<i>First Semester Evaluation (Limaraka tsa karolo ea pele ea selemo)</i> <small>[END OF SEPTEMBER /MAFELO A SEPTEMBER]</small>				
Departmental Key Activities	Sub Activities	Key Performance Indicator (KPI)	Performance Standards / Targets	Actual Performance	Level of Achievement Rating		Comments on review (If any)	
Key activities based on the job and agreed objectives (Mosebetsi ea mantlha)	Sub activities for achieving key activities (mosebetsi e menyane)	State performance indicators which verify performance (Lintlha tsa bopaki ba tsebetso)	An agreed minimum level of performance (Litebello/lipehelo tsa tsebetso)	Progress or actual work done. (Mosebetsi o fihletsoeng)	How has the employee performed in the Key Tasks/objectives (Limaraka tsa tsebetso)			Mantsoe ka tsebetso ka kakaretso
					Self <small>(Mohlanka)</small>	Sup <small>(Mookameli)</small>	Joint <small>(Tumellano)</small>	
AVERAGE WORK PLAN JOINT SCORE								

LEVEL OF ACHIEVEMENT RATINGS SCALE: 4= Exceeded 3= Fully Met 2 = Partly Met 1 = Did Not Met

NB: AVERAGE WORKPLAN JOINT SCORE: (Total Joint Score / Total Number of Key Activities) NB: Round number to the nearest whole Number)

WORKPLAN AND EVALUATION APPROVALS					
Goal Setting [Beginning of Financial Year / 1 st Semester]			Evaluation [End of 1 st Semester]		
Appraisee Signature	Sign:	Date:	Appraisee signature	Sign:	Date:
Appraiser's Signature	Sign:	Date:	Appraiser's Signature	Sign:	Date:

SECOND SEMESTER WORKPLAN AND RATINGS
(MORALO EA TSEBETSO LE LIMARAKA TSA TSEBETSO)

SECOND SEMESTER (KAROLO EA BOBELI EA SELEMO) [October-March]

Planning /Goal Setting (Moralo oa tsebetso) <i>[BEGINNING OF THE FINANCIAL YEAR/ MAQALO A SELEMO]</i>				Second Semester Evaluation (Limaraka tsa karolo ea bobeli ea selemo) <i>[END OF MARCH /MAFELO A MARCH]</i>				
Departmental Key Activities	Sub Activities	Key Performance Indicator (KPI)	Performance Standards / Targets	Actual Performance	Level of Achievement Rating		Comments on review (If any)	
Key activities based on the job and agreed objectives (Mosebetsi ea mantlha)	Sub activities for achieving key activities (mosebetsi e menyane)	State performance indicators which verify performance (Lintlha tsa bopaki ba tsebetso)	An agreed minimum level of performance (Litebello/lipehelo tsa tsebetso)	Progress or actual work done. (Mosebetsi o fihletsoeng)	How has the employee performed in the Key Tasks/objectives (Limaraka tsa tsebetso)			Mantsoe ka tsebetso ka kakaretso
					Self <i>(Mohlanka)</i>	Sup <i>(Mookameli)</i>	Joint <i>(Tumellano)</i>	
AVERAGE WORK PLAN JOINT SCORE						█		

LEVEL OF ACHIEVEMENT RATINGS SCALE: 4= Exceeded 3= Fully Met 2 = Partly Met 1 = Did Not Meet

NB: AVERAGE WORKPLAN JOINT SCORE: (Total Joint Score / Total Number of Key Activities) NB: Round number to the nearest whole Number)

WORKPLAN AND EVALUATION APPROVALS

Goal Setting [Beginning of Financial Year / 1st Semester]			Evaluation [End of 1st Semester]		
Appraisee Signature	Sign:	Date:	Appraisee signature	Sign:	Date:
Appraiser's Signature	Sign:	Date:	Appraiser's Signature	Sign:	Date:

PERSONAL QUALITIES (MAKHABANE)

1. KNOWLEDGE OF WORK (TSEBO EA MOSEBETSI) How well the officer knows work objectives, procedure, and practice of the job					1st SEMESTER RATING			2nd SEMESTER RATING			REMARKS
	Fully informed	Satisfactory	Average	Poor	Appraisee	Appraiser	Joint Rating	Appraisee	Appraiser	Joint Rating	
	4	3	2	1							
2. OUTPUT: ACCURACY (HO NEPAHALA HOA MOSEBETSI) How accurate and reliable is Quality of work output	4	3	2	1							
	Very Good	Satisfactory	Improving Slowly	Poor							
3. TIME MANAGEMENT (POLOKO EA NAKO) Quality of Time Keeping, completion of assignments and level of absenteeism	4	3	2	1							
	Very Good	Good	Not satisfactory	Poor							
4. INITIATIVE (BO IKITLAHETSO) How much initiative resulting in accomplishment is shown - Degree of Self application	4	3	2	1							
	High level of initiative	Adequate	Below Average	None							
5. INTERPERSONAL RELATIONS (LIKAMANO) Ability to get along with supervisors, supervisee, co-workers and the public	4	3	2	1							
	Very Good	Good	Somewhat lacking	Poor							

6. COMMUNICATION (TSELA EA LIPUISANO) Oral or written	4	3	2	1							
	Very Good	Good	Below Average	Poor							
7. ORGANISATION OF WORK (TLHOPHISO EA MOSEBETSI) Ability to plan, organise work	4	3	2	1							
	Highly Organised	Well Organised	Below Average	Poor							
AVERAGE JOINT COMPETENCIES SCORE (PALO HARE EA MAKHABANE)											

LEVEL OF COMPETENCY RATING: 4= Excellent 3= Above average 2 = Average 1 = Below average

Supervisor's (Mookameli) Signature Date.....

Employee's (Mohlanka) Signature Date.....

OVERALL PERFORMANCE ASSESSMENT SCORE	
NB: Workplan score = [1 st +2 nd semester Average Work Plan Joint Score / 2] Competency Score = [1 st +2 nd semester Average Joint Competencies Score /2]	
OVERALL PERFORMANCE ASSESSMENT SCORE= (WORKPLAN SCORE+ COMPETENCY SCORE) /2 <i>Kakaretso ea limaraka = Palo hare ea moralo oa ts'ebetso + Palo hare ea makhabane</i>	
4. Exceed Expectations	Consistently exceeding targets than targets and competency above [100%+]
3. Fully Met Expectations	Consistently meeting targets and competency at average level [80-100%]
2. Partially Met Expectations	Most targets partially met and competency at average [50-79%]
1. Did Not Meet Expectations	Performance less than required and competency below average [0-49%]

ADJUSTMENTS FORM

To be completed during the review period (Mid-Year) as per the Performance Management Calendar. For key activities, activities, KPI, Standards or Target requiring adjustment due to unforeseen circumstances. If additional space required add an extra page.

Proposed Adjustment(s)	Progress at the time of adjustment	Rationale for Adjustment
<u>Key Activity(s):</u> 1. 2. 3.		
<u>Sub Activity(s):</u> 1. 2. 3.		
<u>Key Performance Indicator (KPI):</u> 1. 2. 3.	Supervisor's Comment on proposed adjustment(s) <hr/> <hr/> <hr/> <hr/>	Employee's Comment on proposed adjustment (s) <hr/> <hr/> <hr/> <hr/>
<u>Performance Standards or Target</u> 1. 2. 3.		
Employee's Signature: _____		Date: _____
Supervisor's Signature: _____		Date: _____
Head of Department/Section Concurrence: _____		Date: _____

TRAINING AND DEVELOPMENT NEEDS

Period: From To

Development Planning (this portion of the Appraisal Form will be copied and forwarded to the Training Section and used as the basis for the following year's training needs analysis).	
Name:	Personal No:
Designation:	Grade:
Ministry:	Department/Section:
<u>Courses Attended during the period of review:</u>	
1.	
2.	
DEVELOPMENT NEEDS	DEVELOPMENT SUGGESTIONS [i.e Course, job rotation, study tours, in-house trainings]
(a) <i>Technical Skills (Specify):</i>	
1.	
2.	
(b) <i>Leadership Skills (Specify):</i>	
1.	
2.	
(c) <i>Other (Specify)</i>	

Employee Signature.....

Date.....

Supervisor Signature

Date.....

PERFORMANCE REVIEW

To be completed bi-annually at **Mid-Year review and Final Year review** or when an employee leaves a position.

<u>First Semester</u> KAROLO EA PELE EA SELEMO) (End of September)	<u>Second Semester</u> KAROLO EA BOBELI EA SELEMO) (End of March)
Details of additional contributions made to Ministry and elsewhere: (To be filled-in by the Appraiser)	Details of additional contributions made to Ministry and elsewhere: (To be filled-in by the Appraiser)
_____	_____
_____	_____
_____	_____

Overall Remarks/Comments

Employee: _____ _____ _____	Employee: _____ _____ _____
Signature:.....Date:.....	Signature:.....Date:.....
Supervisor: _____ _____ _____	Supervisor: _____ _____ _____
Signature:.....Date:.....	Signature:.....Date:.....
Head of Department /Sections _____ _____ _____	Head of Department /Sections _____ _____ _____
Signature:.....Date:.....	Signature:.....Date:.....

[END]