

# REPUBLIC OF RWANDA

## WORK PERFORMANCE EVALUATION

### MANAGEMENT, PROFESSIONAL AND EXPERT JOB

MINISTRY/INSTITUTION:

YEAR: 2011-2012

*Part I: Performance contract (at the beginning the year)*

#### 1.PERSONAL INFORMATION

##### 1.1 MARTIAL STATUS

1.1 .1 Family Name :

1.1.2 First name :

1.3.3 Sexe: Female/Male:

1.1.4 Date of birth:

##### 1.2 ADMINISTRATIVE SITUATION

1.2.1 Registration number:

1.2.2 Recrutement date:

1.2.3 Classification category:

1.2.4 Employment level:

1.2.5 Current post:

1.2.6 Date of entry in this post:

1.2.7 Date of the first promotion:

1.2.8 Date of the last promotion

1.2.9 Step for an employment:

1.2.10 Administrative Unit:

## 2. EMPLOYEE'S MAIN FUNCTIONS

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## 3. PERFORMANCE EXPECTED FROM THE EMPLOYEE

**Targeted results** (Please indicate the quantity, quality and time for results to be achieved)

N°	Expected results	Indicator	Quantity	Quality	Timing
1					
2					
3					
4					

**Competences/ behaviours**

Planning skills	Decision making ability	Motivation skills	Communication skills	Control skills
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**RECEIT DATE BY THE EMPLOYEE:**

We have discussed and agreed on the results and behaviours /competences that are expected from the employee in the current year and the measurent indicators as mentioned in section 3.

I commit myself to have accomplished these tasks by ...../...../.....(day,month,year)

**DATE OF RECEIPT BY THE EMPLOYEEE**

Employee's name .....

Fonction .....

Date ...../...../.....

Supervisor's name .....  
(First in hierarch if any)

Function :

Date and Signature ...../...../.....

Supervisor's name .....  
(Second in hierarch if any)

Fonction:

Date and Signature ...../...../.....

**Part II: Performance Evaluation** (at the end of year)

**4. EVALUATION OF EXPECTED RESULTS /** (Please indicate the quantity, quality and time for results achieved)

The evaluation of results is done by using a five stages grading system: ( The output of each result is evaluated over 15 marks)		
1 Have gone beyond the expected results	<b>15</b>	marks
2 Match the expected results	<b>12 to 14</b>	marks
3 Achieves the results with difficulties	<b>8 to 11</b>	marks
4 Are below the expected results	<b>4 to 7</b>	marks
5 Are far below the expected results	<b>0 to 3</b>	marks

	Achieved results	Indicator	Quantity	Quality	Timing	Mark
1						
2						
3						
4						

Other important results that were achieved but not planned


SUB-TOTAL<sub>1</sub>

**70**

### EVALUATION OF THE EXHIBITED BEHAVIOUR

Taking into consideration the observed facts, indicate the extent to which the obtained observation in the current year related to the characteristics of the chosen level for each of the observed competences/behaviours.

The evaluation of the managerial skills/behaviour is done on a five level grading system.

Superior	5 marks
Sufficient	4 marks
Sufficient with difficulties	3 marks
Insufficient	2 marks
Inacceptable	1 marks

Cr�tieria	Level	Innaccep- table	Insufficient	Sufficient with diffic.	Superior	Explanations	Awarded mark
1. Planning skills							
2. Decision making capacity							
3. Motivation skills							
4. Communication skills							
5. Control skills							

Sub-Total <sub>2</sub>

**30**

**5. GENERAL PERFORMANCE EVALUATION**

Taking into consideration the observed results and behaviours, indicate the mark best corresponds to the output and ability/behaviour of the evaluated person during the current year.

Results marks

70

Competences marks

30

Total marks or the year

100

**Supervisor's comments at first level**

**Action taken for employee**

**Employee's comments**

**Done by (name, fonction, date and signature)**

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***Read and approved***  
by (name, date, signature)

.....

**Supervisor's comments at second level**

**Action taken for employee**

***Read and approved***  
by (name, date, signature)

.....

**Done by (name, fonction, date and signature)**

.....

# REPUBLIC OF RWANDA

## WORK PERFORMANCE EVALUATION

### TECHNICIAN /IMPLEMENTORS'S JOB

MINISTRY/INSTITUTION:

YEAR: 2011-2012

#### 1.PERSONAL INFORMATION

##### 1.1 MARTIAL STATUS

1.1 .1 Family Name :

1.1.2 First name :

1.3.3 Sexe: Female/Male:

1.1.4 Date of birth:

##### 1.2 ADMINISTRATIVE SITUATION

1.2.1 Registration number:

1.2.2 Recrutement date:

1.2.3 Classification category:

1.2.4 Employment level:

1.2.5 Current post:

1.2.6 Date of entry in this post:

1.2.7 Date of the first promotion:

1.2.8 Date of the last promotion:

1.2.9 Step for an employment:

1.2.10 Administrative Unit:

**2. EMPLOYEE'S FUNCTIONS MAIN FUNCTIONS**

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**3. PERFORMANCE EXPECTED FROM THE EMPLOYEE** (Please indicate the quantity,quality and time for results to be achieved)

*Targeted results*

N°	Expected results	Indicator	Quantity	Quality	Timing
1					
2					
3					
4					



**Competences / behaviours**

Client oriented attitude	Team spirit	Openness	Degree of responsibility	Dynamism
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**DATE OF RECEIPT BY THE EMPLOYEE:**

We have discussed and agreed on the results and behaviours /competences that are expected from the employee in the current year related to the characteristics and the measurement indicators as mentioned in section 3.

I commit myself to have accomplished these tasks by ...../...../.....(day,month,year)

Employee's name .....

Signature .....

Date ...../...../.....

Supervisor's name .....  
(First in hierarchy if any)

Function :

Date and Signature ...../...../.....

Supervisor's name .....  
(Second in hierarchy if any)

Fonction:

Date and Signature ...../...../.....

**4. EVALUATION OF EXPECTED RESULTS / Please indicate the quantity, quality and time for results achieved)**

The evaluation of results is done by using a five stages grading system:  
 ( The output of each resultt is evaluated over 15 marks)

1 Have gone beyond the expected results	15
2 Match the expected results	12 to 14
3 Achieves the results with difficulties	8 to 11
4 Are below the expected results	4 to 7
5 Are far below the expected results	0 to 3

Achieved results	Indicator	Quantity	Quality	Timing	Mark
1					
2					
3					
4					
Other important results that were achieved but not planned					

SUB-TOTAL<sub>1</sub>

**80**

**EVALUATION OF THE EXHIBITED BEHAVIOUR /**

Taking into consideration the observed facts, indicate the extent to which the obtained observation in the current year related to the characteristics of the chosen level for each of the observed competences/behaviours.

The evaluation of the managerial skills/behaviour is done on a five level grading system.

Superior	5 marks
Sufficient	4 marks
Sufficient with difficulties	3 marks
Insufficient	2 marks
Inacceptable	1 marks

Criteria	Level	Innaccep- table	Insufficient	Sufficient with diffic.	Superior	Explanations	Awarded mark
1. Client oriented attitude							
2. Team spirit							
3. Openness							
4. Degree of responsibility							
5. Dynamisme							

Sub-Total <sub>2</sub>

20

**5. GENERAL PERFORMANCE EVALUATION**

Taking into consideration the observed results and behaviours, indicate the mark best corresponds to the output and ability/behaviour of the evaluated person during the current year.

Results marks

80

Competences marks

20

Total marks or the year

100

**Supervisor's comments at first level**

**Action taken for employee**

**Employee's comments**

**Done by (name, fonction, date and signature)**

.....

*Read and approved/disapproved*  
by (name, date, signature) |

.....

**Supervisor's comments at second level**

**Action taken for employee**

**Employee's comments**

**Done by (name, fonction, date and signature)**

.....

*Read and approved/disapproved*  
by (name, date, signature) |

.....



