

MINISTRY /DEPARTMENT..... CALENDAR YEAR

A. A. To be completed by Officer and checked by Officer completing B

1. Full Name (Block Capitals)

Date of Birth

2. Whether married, and number and ages of children.

3. 3. (1) Present Post

(2) Date of appointment thereto

(3) Salary and scale

4. Amount of overtime fees per annum earned while on duty.

4. Present station

4. BRIEF STATEMENT OF WORK (including acting appointments in a higher office) on which the officer has actually been engaged DURING THE PERIOD TO WHICH THIS REPORT RELATES.

5. Education, special qualifications and training:

6. Station preferred
Work preferred

Should opportunity arise would you like a transfer to another Department or Ministry?

If so, please state which and give reasons.

Date..... Signed.....

B. To be filled in by Officer in Charge of Branch or Section.

Notes: In compiling section B of the Reports, the Reporting Officer should endeavor to provide a picture of the officer's make-up, his strong and weak points, for the information of the Public Service Commission and the guidance of those concerned with the placing of staff. Full use should be made of the space for general comments. Reports will be valuable to the extent that Reporting Officers are really objective in their assessments. REPORTING OFFICERS WILL REALISE THAT REPORTS WHICH ARE NOT OBJECTIVE AND RELIABLE REFLECT ADVERSELY ON THOSE WHO MAKE THEM.

Reporting officers should –

- a. (a) Read the notes for guidance of Reporting Officers on page 5 of this form.
- a. (b) CHECK THEIR OPINIONS AND STANDARDS AGAINST THE OPINIONS AND STANDARDS OF THEIR COLLEAGUES WHENEVER THEY HAVE THE OPPORTUNITY TO DO SO.
- a. (c) Be careful not to be influenced by personal likes and dislikes.
- a. (d) Insert the letter A, B, C, or D against each heading in the columns headed "appraisement" giving their well-considered and just evaluation: -
 - A. (A) – Far above average to be expected of grade
 - A. (B) – Above average to be expected of grade
 - A. (C) – Average to be expected of Grade
 - A. (D) – Below average to be expected of grade

7.

(a.)		Appraisement	Brief Remarks are necessary
1.	Personality		
2.	Force of Character		
3.	Intelligence		
4.	Judgment		
5.	Initiative		
6.	Output		
7.	Ability to express himself clearly :		
(a)	In writing		
(b)	Orally		
8.	Power of taking responsibility.....		
9.	Interest in and knowledge of his work...		
10.	Punctuality and utilization of time.....		
11.	Reliability without supervision		
12.	Accuracy		
13.	Tact and ability to get on with others		
14.	Official conduct		
*15	Ability to supervise others.....		
*16	Organising ability		

* Not normally applicable to officers in the recruiting grade.

(b) Has there been any outstanding performance by the officer during the period to which this report relates? Please give an account.

(c) Is efficiency affected by ill-health?

d. (d) General Comments: **(IT IS COMPULSORY THAT THIS SECTION BE UTILIZED).**

Date.....Signature and designation of officer completing B.

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C. To be completed by Permanent Secretary/Head of Department (If he does not have personal knowledge of the officer, the Deputy Head or the Assistant Head with personal knowledge should do so).

8. Classification for the year: -

(a) Character _____

(b) General efficiency _____

9. Fitness for Promotion:

1.	Exceptionally well suited (an officer who already seems likely to stand out in a higher Grade and go still further).....	1.
2.	Highly suitable (already well fitted for immediate promotion and likely to do really well in a higher grade.....	2.
3.	Suitable (able to do a higher job adequately).....	3.
4.	Likely to qualify in time (not able to do higher job at present, but might qualify after more experience).....	4.
5.	Unlikely to qualify (shows little or no promise.....	5.

Across should be placed in the appropriate box. Reasons should be given under General Comments below for markings in Box 1 or Box 5

If recommended for promotion, for what kind of duties would the offer be best suited?

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Would you be satisfied to retain this offer on promotion in your Ministry/Department?

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If it is thought that it would be undesirable to assign the officer to some particular type of job, please state the reasons

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Is the above information based on your personal knowledge of the officer?

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9. Has any disciplinary action been taken against the officer during the year?
Give particulars if so.

9. General Comments: (IT IS COMPULSORY THAT THIS SECTION BE UTILISED)

I have seen this report and it has been discussed with me.

Date.....

.....

Signature

Date.....

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Permanent Secretary/Head of Department

D. In cases where Part C has been completed by the Deputy or Assistant Head of Department the Permanent Secretary /Head of Department should state below whether or not he has any reasons to disagree in any respect. If he has any reasons, they should be stated:

Date.....

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