



REPUBLIC OF GHANA

LOCAL GOVERNMENT SERVICE

STAFF PERFORMANCE PLANNING, REVIEW AND APPRAISAL
FOR CATEGORY D, E & F STAFF

SECTION 1A: APPRAISEE INFORMATION

PERIOD OF REPORT:		From: (dd/mm/yyyy):		To: (dd/mm/yyyy):	
Title:	<input type="checkbox"/> Dr.	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Others (Pls. specify):
Surname:			First Name:		
Other Name(s):			Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
LGSS / RCC / MMDA:					
Department / Unit:					
Present Grade:			Present Position:		
Date of Appointment to Present Grade (dd/mm/yyyy):					

TRAINING RECEIVED DURING THE PREVIOUS YEAR

Programme	Dates: From (dd/mm/yyyy) - To (dd/mm/yyyy)	Institution / Training Provider

SECTION 1B: APPRAISER INFORMATION

Title:	<input type="checkbox"/> Dr.	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Others (Pls. specify):
Surname:			First Name:		
Other Name(s):					
Position of Appraiser:			Current Grade:		

COMPLETION OF STAFF PERFORMANCE MANAGEMENT FORM

- The Performance Management System is designed to evaluate how well you are doing in your present position in relation to results achieved within the period of appraisal to enable the Local Government Service to achieve its goals and objectives.
- The Performance Management System is also aimed at assisting you to improve upon your performance and ensure your career development.
- The Performance Management System is an annual cycle involving four key phases: Planning, Mid-year Review, End of the year Evaluation and Reporting/ Decision Making.

SECTION 2: PERFORMANCE PLANNING

To be agreed between the Appraiser and the Appraisee at the start of the annual appraisal cycle or when a new employee/ staff commences work.

No.	KEY PERFORMANCE AREA (KPA) (2 to 4 KPAs - To be drawn from employee's Job Description)	WEIGHT (%) for each KPA	KEY PERFORMANCE INDICATOR (KPI) (indicators should be SMART: Specific, Measurable, Achievable, Realistic and Time-framed) (2 to 3 KPIs to be stated for each KPA)	SERVICE DELIVERY STANDARD(s) (if Applicable)

Note: Add additional sheets if necessary.

APPRAISEE'S SIGNATURE & DATE (DD/MM/YYYY)

APPRAISER'S SIGNATURE & DATE (DD/MM/YYYY)

SECTION 3: MID-YEAR PERFORMANCE REVIEW FORM

This is to be completed in July by the Appraiser and Appraisee.
 Progress has been discussed and Agreements have been reached as detailed below.

KPA NO.	KEY PERFORMANCE INDICATOR(S) KPIs (Brief Statement derived from Section 2, KPI Column)	PROGRESS REVIEW	REMARKS

Note: Add additional sheets if necessary.

APPRAISEE'S SIGNATURE & DATE (DD/MM/YYYY)

APPRAISER'S SIGNATURE & DATE (DD/MM/YYYY)

SECTION 4: END-OF-YEAR REVIEW/ PERFORMANCE EVALUATION FORM

This is to be completed in **December** by the Appraiser and Appraisee.

END-OF-YEAR PERFORMANCE EVALUATION FORM:

KPA NO.	WEIGHT OF KPA Refer to Section 2 (W)%	KPIs (Refer to Section 2, KPI Column)	PERFORMANCE EVALUATION (BRIEF)	SCORE (S) RATING PER KPI (1-2-3-4) See table below for explanation	AVG. SCORE (Sa) = Sum of Scores for N indicators / N	WEIGHTED SCORES (Ws) = Weight (W) * Avg. Score per KPA (Sa)	COMMENTS
A	B	C	D	E	F	G= B*F	H
1							
2							
3							

SECTION 4: END-OF-YEAR REVIEW / PERFORMANCE EVALUATION FORM (CONTINUED)

This is to be completed **in December** by the Appraiser and Appraisee.

END-OF-YEAR PERFORMANCE EVALUATION FORM:

NO.	WEIGHT OF KPA Refer to Section 2 (W)%	KPIs (Refer to Section 2, KPI Column)	PERFORMANCE EVALUATION (BRIEF)	SCORE (S) RATING PER KPI (1-2-3-4) see table below for explanation	AVG. SCORE (Sa) = Sum of Scores for N indicators / N	WEIGHTED SCORES (Ws) = Weight (W) * Avg. Score per KPA (Sa)	COMMENTS
A	B	C	D	E	F	G	H
4							
OVERALL PERFORMANCE = TOTAL OVERALL WEIGHTED SCORES (Sum of Column G) =							
OVERALL PERFORMANCE % = (Sum of Column G / 4 * 100)=							

APPRAISEE'S SIGNATURE & DATE (DD/MM/YYYY)

APPRAISER'S SIGNATURE & DATE (DD/MM/YYYY)

RATING	DEFINITION OF ACHIEVEMENT ON KEY PERFORMANCE INDICATOR (KPI)
4	Excellent : 80-100%
3	Very good: 70-79%
2	Good: 60-69%
1	Unsatisfactory: Below 60%

**SECTION 5: APPRAISER'S COMMENTS ON PERFORMANCE PLAN ACHIEVEMENTS
(REFER TO SECTION 4 - ANNUAL APPRAISAL)**

(Comment on Work plan achievements and additional contributions made)

APPARISER'S SIGNATURE & DATE (DD/MM/YYYY)

**SECTION 6: APPRAISEE'S COMMENTS ON PERFORMANCE PLAN ACHIEVEMENTS
(REFER TO SECTION 4 - ANNUAL APPRAISAL)**

APPRAISEE'S SIGNATURE & DATE (DD/MM/YYYY)

**SECTION 7: ASSESSMENT DECISION (BY APPRAISER AND APPRAISEE)
BASED ON SECTION 4**

CRITERIA FOR RATING OVERALL PERFORMANCE

The following criteria will be used to rate the overall performance of the Appraisee:

Mark "X" in the appropriate box (Refer to Section 4)

Excellent (4): 80-100% (Outstanding)

Appraisee has fully met and exceeded the agreed indicators and time lines and has produced results of excellent quality. The Officer is a model of excellence in terms of the results achieved and the means by which they were achieved. *(publicize his/her outstanding performance and recommend him/her for appropriate reward)*

Very Good (3): 70-79% (Exceeds the requirement)

Appraisee has achieved most of the agreed indicators and has produced results of good quality within agreed time lines. *(Recognize his/her very good performance & encourage him/her through Coaching, Mentoring, training, etc.)*

Good (2): 60-69% (Meets the requirement= 60%)

Appraisee has achieved the minimum number of agreed indicators and provided adequate supporting rationale/reasons for not achieving all of the specified targets. *(Encourage him/her through Coaching, Mentoring, training, etc. for further improvement)*

Unsatisfactory (1): Below 60% (Does not meet the requirement)

Appraisee's performance does not meet the standard expected for the job i.e. Appraisee has not achieved most of the agreed indicators within the time frame provided and is unable to provide reasons or provides unacceptable reasons for unachieved targets. *(Apply appropriate sanction and necessary counseling)*

SECTION 8: CAREER DEVELOPMENT

(TO BE COMPLETED BY THE APPRAISER IN DISCUSSION WITH THE APPRAISEE)

<u>Training and Development - Comments and Plan</u>

SECTION 9: HEAD OF DIRECTORATE / DEPARTMENT/ UNIT COMMENTS

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NAME AND SIGNATURE OF HEAD OF DIRECTORATE / DEPARTMENT/ UNIT & DATE (DD/MM/YYYY)