



**Republic of the Marshall Islands  
Office of the Public Service Commission**

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**PERFORMANCE EVALUATION**

Name: \_\_\_\_\_ Social Security No: \_\_\_\_\_

Ministry/Agency: \_\_\_\_\_

Position Title: \_\_\_\_\_ Pay Level: \_\_\_\_\_

Period: \_\_\_\_\_

Competencies	Assessment	
	(a) Immediate Supervisor Point(s)	
	Sub Scale	Average Point(s)
<b>1. KNOWLEDGE OF WORK:</b> Consider to what extent the employee understands _____ in his/her workplace. <ul style="list-style-type: none"> <li>- duties and responsibilities as listed in job description</li> <li>- policies</li> <li>- procedures and practices</li> </ul>	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	<u>Average points</u> 1 to 5
<b>2. QUALITY AND QUANTITY OF WORK:</b> <ul style="list-style-type: none"> <li>- Accurately follows processes/procedures</li> <li>- Attentive to all details and aspects of job/process to complete quality output</li> <li>- Ensures a high quality output of work (resulting in minimal acceptable/zero errors)</li> <li>- Number of assignments completed accurately</li> <li>- Volume of work produced</li> </ul>	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	<u>Average points</u> 1 to 5
<b>3. PLANNING AND ORGANIZING:</b> <ul style="list-style-type: none"> <li>- Prioritizes activities and assignments effectively and adjusts as appropriate</li> <li>- Uses time effectively and stays focused to ensure work is completed</li> <li>- Determines tasks and secures appropriate resources to get things done</li> <li>- Meets commitments and deadlines consistently</li> </ul>	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	<u>Average points</u> 1 to 5
<b>4. INITIATIVE AND PROBLEM-SOLVING:</b> Consider whether the employee: <ul style="list-style-type: none"> <li>- thinks independently and offers suggestions about new ways of completing tasks</li> <li>- has the ability to use judgment and make sound decisions on a daily basis</li> <li>- produces creative solutions to problems and risk taking</li> </ul>	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	<u>Average points</u> 1 to 5
<b>5. LEADERSHIP:</b> Consider the levels of _____ that motivate subordinates and teams towards achieving an organizational goal. <ul style="list-style-type: none"> <li>- vision, and clear direction</li> <li>- coaching ability, and counseling</li> <li>- proving (displaying) personal example</li> </ul>	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	<u>Average points</u> 1 to 5

<p><b>6. COMPOSURE:</b></p> <ul style="list-style-type: none"> <li>- Maintains effective performance under pressure</li> <li>- Copes effectively and develops effective approaches to deal with pressure/stress</li> <li>- Maintains constructive interpersonal relationships when under stress</li> </ul>	<p>1 2 3 4 5 1 2 3 4 5 1 2 3 4 5</p>	<p><u>Average points</u> 1 to 5</p>
<p><b>7. INTERPERSONAL SKILLS:</b> Consider whether the employee establishes and maintains harmonious work relationships with___:</p> <ul style="list-style-type: none"> <li>- seniors</li> <li>- colleagues</li> <li>- subordinates</li> <li>- external clients</li> </ul> <p>Consider whether the employee displays_____:</p> <ul style="list-style-type: none"> <li>- friendliness, cooperativeness, and helpfulness</li> </ul>	<p>1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5  1 2 3 4 5</p>	<p><u>Average points</u> 1 to 5</p>
<p><b>8. WILLINGNESS TO TAKE DECISION AND ACCEPT RESPONSIBILITY:</b> Consider the employee's_____:</p> <ul style="list-style-type: none"> <li>- ability to make right decisions</li> <li>- readiness to accept higher responsibility</li> <li>- ability to exercise delegated authority for making decisions</li> <li>- accepts responsibility for results.</li> </ul>	<p>1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5</p>	<p><u>Average points</u> 1 to 5</p>
<p><b>9. DEPENDABILITY:</b> Consider the employee's sense of_____in meeting the work requirements, including time and the levels of supervision and directions required:</p> <ul style="list-style-type: none"> <li>- responsibility</li> <li>- reliability</li> <li>- confidentiality</li> </ul>	<p>1 2 3 4 5 1 2 3 4 5 1 2 3 4 5</p>	<p><u>Average points</u> 1 to 5</p>
<p><b>10. COMMUNICAITON SKILLS:</b> Consider the employee's ability to express his or her ideas &amp; thoughts clearly, accurately, logically and concisely by:</p> <ul style="list-style-type: none"> <li>- writing presentations</li> <li>- oral presentations</li> </ul>	<p>1 2 3 4 5 1 2 3 4 5</p>	<p><u>Average points</u> 1 to 5</p>
<p><b>11. PUNCTUALITY AND REGULARITY IN ATTENDANCE:</b> Consider the employee's:</p> <ul style="list-style-type: none"> <li>- reporting to duty on time</li> <li>- staying after office hours to meet deadlines</li> <li>- regularity in attendance</li> <li>- notifying the office when unable to report to duty</li> </ul>	<p>1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5</p>	<p><u>Average points</u> 1 to 5</p>
<p><b>12. ANALYTICAL AND INTELLIGENCE:</b> Consider the employee's ability to:</p> <ul style="list-style-type: none"> <li>- analyze work independently</li> <li>- assess his or her work for improvements</li> <li>- accept mistakes</li> <li>- understand and grasp implications of situations and ideas quickly</li> </ul>	<p>1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5</p>	<p><u>Average points</u> 1 to 5</p>

		<b>(a) Immediate Supervisor</b>	
		<b>Point(s)</b>	
<b>Features/Qualities</b>		<i>Sub Scale</i>	<i>Average Point(s)</i>
<b>SUB-TOTAL</b>			
<b>TOTAL</b>			

**Performance Tally/Criteria**

<b>Points</b>	<b>Performance Evaluation</b>	<b>Performance Ratings</b>	<b>Criteria</b>
1 point	Unsatisfactory	0.08 - 1.49	Not met the minimum expectation
2 points	Below Average	1.50 - 2.42	Performance standards are not fully achieved; need to improve performance
3 points	Average	2.50 - 3.33	Employee consistently meets and occasionally exceeds performance standards
4 points	Above Average	3.42 - 4.33	Satisfactory and often exceeds performance standards
5 points	Outstanding	4.42 - 5.00	Work performance exceeds standards

<b>Points</b>	<b>Score</b>	<b>Points</b>	<b>Score</b>	<b>Points</b>	<b>Score</b>
1	0.08	21	1.75	<b>41</b>	<b>3.42</b>
2	0.17	22	1.83	42	3.50
3	0.25	23	1.92	43	3.58
4	0.33	24	2.00	44	3.67
5	0.42	25	2.08	45	3.75
6	0.50	26	2.17	46	3.83
7	0.58	27	2.25	47	3.92
8	0.67	28	2.33	48	4.00
9	0.75	<b>29</b>	<b>2.42</b>	49	4.08
10	0.83	30	2.50	50	4.17
11	0.92	31	2.58	51	4.25
12	1.00	32	2.67	52	4.33
13	1.08	33	2.75	<b>53</b>	<b>4.42</b>
14	1.17	34	2.83	54	4.50
15	1.25	35	2.92	55	4.58
16	1.33	36	3.00	56	4.67
<b>17</b>	<b>1.42</b>	37	3.08	57	4.75
18	1.50	38	3.17	58	4.83
19	1.58	39	3.25	59	4.92
20	1.67	40	3.33	<b>60</b>	<b>5.00</b>

Use the calculation below and the table to determine the employee's rating.

**Performance Rating Calculation:**

Average points = Total Employee Performance Rating

Comments on assessment by Immediate Supervisor:

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Comments on assessment by the Head of Department:

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Comments on assessment by the Employee:

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Print Name of Immediate Supervisor

\_\_\_\_\_  
Print Name of Employee

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Employee Signature

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

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

\_\_\_\_\_  
Print Name of Department Head

\_\_\_\_\_  
Print Name of Secretary/Agency Head

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Secretary/Agency Head Signature

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

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

**Public Service Commission Actions (For PSC Use Only)**

Comments from PSC Performance Management Department:

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Performance Management Coordinator

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date