

# PERFORMANCE APPRAISAL INTERIM REPORT

(to be filled in cases of change in posting not necessitating development of new work plan and to be attached to the PAF)

MINISTRY/DEPARTMENT: .....

APPRAISAL PERIOD: From ..... to .....  
 (mm/yy) (mm/yy)

NAME & GRADE OF APPRAISEE: .....

NAME & GRADE OF APPRAISER: .....

NAME & GRADE OF NEXT LEVEL SUPERVISOR: .....  
 (where applicable)

(Please refer to Guidance Notes on verso before filling in the report)

## Section 1: Interim Rating

*(to be filled in by appraiser during meeting)*

Rating is allocated at least three months following Performance Agreement, otherwise only comments to be inserted under Section 2 below

KRA/KT Nos.(A1,A2...)																		
Rating																		

Total Score of KRAs/KTs:

Competencies	1	2	3	4	5	6	7	Other
Rating								

Total Score of Competencies:

**COMPUTATION OF INTERIM SCORE**

Total score of Key Tasks / Number of Key Tasks =

Total score of Competencies / Number of Competencies =

**Overall score for the period:**

**OVERALL PERFORMANCE FOR THE PERIOD** *(tick as appropriate)*

*Excellent* 
                         
 *Good* 
                         
 *Fair* 
                         
 *Unsatisfactory*

## Section 2: Comments on Performance

*(to be filled in by appraiser during meeting)*

Training needs identified: .....

Comments of appraiser: .....

.....

Comments of appraisee, if any: .....

.....

Appraiser's Signature: ..... Appraiser's Signature: ..... Date: .....

**NEXT LEVEL SUPERVISOR** *(where applicable)*

I have taken cognizance of the officer's interim appraisal report.

Signature: ..... Date: .....

## **GUIDANCE NOTES - FILLING OF PERFORMANCE APPRAISAL INTERIM REPORT (PAIR)**

1. **This form is applicable to all grades filling in Performance Appraisal Form (PAF) - Senior Management, General and Workmen's Group.**
2. The PAIR should be filled in all cases of change in posting of either appraiser or appraisee during the course of the Performance Management Cycle (PMC), where the appraisee's work plan remains the same.
3. Officers should be acquainted with the guidance notes on the last page of respective PAF (Senior Management, General and Workmen's Group) before filling in the PAIR. Please note that the same rating mechanism is applicable for computation of Interim Score.
4. **Change in posting of Appraiser**

If change in posting of appraiser is effected:

- (i) within 3 months of signature of Performance Agreement, outgoing appraiser fills in PAIR, inserting comments only.
- (ii) after 3 months of signature of Performance Agreement, outgoing appraiser fills in PAIR, inserting ratings and comments.

In both cases, incoming appraiser carries out final appraisal at the end of the PMC on PAF, taking into consideration interim report before allocating final ratings, notwithstanding the minimum period of 3 months required to rate an officer.

5. **Change in posting of Appraisee**

If change in posting of appraisee:

- (i) does not necessitate any modification in work plan, no need to change PAF - the PAIR is filled in by appraiser, with comments only or ratings and comments, as applicable.
  - (ii) warrants a different work plan, the PAF is closed and Section 6 is filled (with ratings if appraisee has worked for more than 3 months, and comments only for less than 3 months) - another PAF is opened with respect to the new posting.
6. For Workmen's Group, computation of overall score at Section 1 is based on rating of competencies only.
  7. **This form should be attached with the PAF for the current PMC.**