

CAPACITY BUILDING FOR GRADUATES SARAWAK PROGRAMME

COMPETENCIES EVALUATION FORM BY SUPERVISOR

PARTICIPANT'S NAME:

DEPARTMENT ATTACHED:

SUPERVISOR'S NAME:

JOB TITLE (PARTICIPANT):

Part I: Key Duties and Expected Competencies Performance: Identify the Key Responsibility and Tick the appropriate Competencies required for the Job assigned. Rating to be reviewed every three (3) months.

DEPARTMENT GOALS:

1st KEY RESPONSIBILITY / DUTY
(To Be Review Every Quarterly)

RATING: Select the appropriate scale base on the Significant Competencies required by the job assigned
1 - Not Applicable | 2 - Little Important | 3 - Some Important | 4 - Very Important | 5 - Most Important

Core Competencies						Supervisory Competencies					
	1	2	3	4	5		1	2	3	4	5
Approach to Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leadership / Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Planning & Organizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efficient Internal Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teamwork / Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Technical Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Judgment / Decision Making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2nd KEY RESPONSIBILITY / DUTY
(To Be Review Every Quarterly)

RATING: Select the appropriate scale base on the Significant Competencies required by the job assigned
1 - Not Applicable | 2 - Little Important | 3 - Some Important | 4 - Very Important | 5 - Most Important

Core Competencies						Supervisory Competencies					
	1	2	3	4	5		1	2	3	4	5
Approach to Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leadership / Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Planning & Organizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efficient Internal Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teamwork / Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Technical Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Judgment / Decision Making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3rd KEY RESPONSIBILITY / DUTY
(To Be Review Every Quarterly)

RATING: Select the appropriate scale base on the Significant Competencies required by the job assigned
1 - Not Applicable | 2 - Little Important | 3 - Some Important | 4 - Very Important | 5 - Most Important

Core Competencies						Supervisory Competencies					
	1	2	3	4	5		1	2	3	4	5
Approach to Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leadership / Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Planning & Organizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efficient Internal Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teamwork / Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Technical Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Judgment / Decision Making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PARTICIPANT'S NAME: _____

Part II: Core Competencies: Listed the Core Competencies areas to be evaluated by both the participant's and his/her Supervisor to determine the GAP for improvement base on the actual performance on the job assigned.

EVALUATION SCALE

1 – Need Improvement | 2 – Below Expectation | 3 – Meet Expectation | 4 – Exceed Expectation | 5 – Exceptional

1. Approach to work	Graduate Self Rating	Supervisor Rating	GAP
The participant demonstrates:			
Initiatives / Self - Motivation			
Pride in his / her accomplishments			
Flexibility and adaptability			
Supervisor's Comments:			
2. Professional Attitude	Graduate Self Rating	Supervisor Rating	GAP
The participant demonstrates:			
Exhibits a positive attitude			
Welcomes and take corrective actions to constructive criticism			
Works effective under pressure			
Supervisor's Comments:			
3. Efficient Internal Operations	Graduate Self Rating	Supervisor Rating	GAP
The participant demonstrates:			
Commands base knowledge to perform the job			
Knows and demonstrates their basic job responsibilities			
Consistently attempts to expand their job knowledge			
Supervisor's Comments:			
4. Time Management	Graduate Self Rating	Supervisor Rating	GAP
The participant demonstrates:			
Adheres to attendance and punctuality guidelines			
Makes efficient use of time while at work			
Schedules work completion timely and effectively			
Supervisor's Comments:			
5. Interpersonal / Communication Skills	Graduate Self Rating	Supervisor Rating	GAP
The participant demonstrates:			
Communicate appropriately, timely, with tact and diplomacy			
Keeps his/her supervisors informed as appropriate			
Communicate with confidence			
Supervisor's Comments:			

PARTICIPANT'S NAME: _____

Part III: Supervisory Competencies: Listed the Supervisory Competencies to be evaluated by both the Graduate and his/her Supervisor to determine the GAP for improvement base on the actual performance on the job assigned.

EVALUATION SCALE

1 – Need Improvement | 2 – Below Expectation | 3 – Meet Expectation | 4 – Exceed Expectation | 5 – Exceptional

1. Leadership / Management	Graduate	Supervisor	
The participant demonstrates:	Self Rating	Rating	GAP
Consistently sets an example in terms of confidence and integrity			
Initiates change when necessary, encourages others to accept change			
Acts as role model			
Supervisor's Comments:			
2. Planning and Organizing	Graduate	Supervisor	
The participant demonstrates:	Self Rating	Rating	GAP
Ability to performance multi tasking and set priorities			
Uses available resources provided effectively			
Manages completion of task assigned timely			
Supervisor's Comments:			
3. Teamwork / Cooperation	Graduate	Supervisor	
The participant demonstrates:	Self Rating	Rating	GAP
Get along well with all team members			
Meet own responsibilities on the team			
Helps others with their responsibilities			
Supervisor's Comments:			
4. Technical Skill	Graduate	Supervisor	
The participant demonstrates:	Self Rating	Rating	GAP
Ability to perform basic computer software – Words or / and Excel			
Writing skills – memo, correspondence, letter, etc			
Performing specific technical skills required by the job			
Supervisor's Comments:			
5. Judgment / Decision Making	Graduate	Supervisor	
The participant demonstrates:	Self Rating	Rating	GAP
Sets and Carries out priorities			
Ability to make sound judgment			
Consistently making suggestions for work improvement			
Supervisor's Comments:			

PARTICIPANT'S NAME: _____

OVERALL RATING (SELECT ONLY ONE):

1 – Need Improvement | 2 – Below Expectation | 3 – Meet Expectation | 4 – Exceed Expectation | 5 – Exceptional

SUPERVISOR'S COMMENTS:

PARTICIPANT'S COMMENTS:

Gap Comparison Analysis Measures

(For Secretariat Use)

Rating Core Competencies	Gap 1st Quarter	Gap 2nd Quarter	Gap 3rd Quarter	Gap 4th Quarter	Average GAP
1) Approach to Work					
2) Professional Attitude					
3) Efficient Internal Operations					
4) Time Management					
5) Interpersonal / Communication					

Rating Supervisory Competencies	Gap 1st Quarter	Gap 2nd Quarter	Gap 3rd Quarter	Gap 4th Quarter	Average GAP
1) Leadership / Management					
2) Planning & Organizing					
3) Teamwork / Cooperation					
4) Technical Skill					
5) Judgment / Decision Making					