



## **GUIDE TO EFFECTIVE CONDUCT OF COMPETENCIES EVALUATION FORM**

The competencies evaluation is to be conducted by all supervisors from any agencies undertaking the Capacity Building for Graduates Sarawak (CBG) program. The purpose for the evaluation to identify and improve the Core and Supervisory competencies gap the graduates are lacking. This evaluation is an important activity under the CBG program to ensure the objectives of the CBG program are met as such we appreciate the effort and the time you have put in to ensure the competencies evaluation is being conducted in the most successful and effectively manner.

The competencies evaluation form consists of 4 pages evaluating the followings;

**Page 1** – Identifying the Key Responsibilities or Duties the Capacity Graduate been assigned and appropriate scale base on significant competencies (Core and Supervisory) required by the key responsibilities / duties assigned. Supervisor can identify to a maximum of up to three (3) key responsibilities / duties.

**Page 2** – competencies evaluation base on five (5) Core competencies related measures to be evaluated by both the CBG graduate and their supervisor to determine the competencies gap for improvement base on the actual performance on the job assigned.

**Page 3** – competencies evaluation base on five (5) Supervisory competencies related measures to be evaluated by both the CBG graduate and their supervisor to determine the competencies gap for improvement base on the actual performance on the job assigned.

**Page 4** – overall comments by the Supervisor and the capacity graduate pertaining to the overall performance of the capacity graduate.

**Procedure:** the exercise on the competencies evaluation begins **firstly**, with the supervisor completing all columns on page one (1) by identifying and stating the key responsibilities / duties of the capacity graduate and the department goals.

**Secondly**, the capacity graduates would require to self rate their own performance as to the competencies stated on page two (2) and three (3) without been influenced.

**Thirdly**, the Supervisor would then to appraise by firstly, assessing the scale rated by the capacity graduated, secondly, the supervisor is to determine the competency gap by discussing and comparing their performance rating with the capacity graduate rating.



**Fourthly**, the evaluation gap must be discussed among the supervisor and the capacity graduate where their comments must be stated on page 4.

Every capacity graduate must complete the competencies evaluation form with their supervisor and upon completion, the evaluation form must be returned to the Secretariat via fax at 082-311140/082-449490.

The whole process for the evaluation should take around 15 to 30 minutes to completion.

The steps on completing the evaluation form are as follows:

**Step 1 – First page to be completed by the immediate Supervisor.**

- 1) Fill in the general information such as Graduate's Name, etc;
- 2) State the department goals; and
- 3) List out a maximum of 3 key responsibilities/ duties that have been assigned to CBG graduate under their supervision and to tick the appropriate competencies (Core and Supervisory) scale base on the competencies required by the job assigned.

**Step 2 – Page 2 & 3 to be completed by CBG Graduate**

- 1) CBG graduate need to self-rate themselves according to the evaluation scale on the Core Competencies (page 2) and Supervisory Competencies (page 3) under the Graduate Self Rating column.

**Step 3 – Page 2 & 3 assess and evaluate by Supervisor and CBG Graduate**

- 1) Supervisor need to rate the self-rate by CBG graduate and to rate the Core Competencies and Supervisory Competencies under the Supervisor Rating column.
- 2) Supervisor need to make comparison to ascertain the gap between their rating compare to the rating by the capacity graduate. The supervisor would then need to discuss with the capacity graduate towards the improvement to narrow the gap. Upon completion on step 3, the supervisor must immediate complete step 4 as indicates;

**Step 4 – Supervisor & CBG trainee comments on page 4**

- 1) Both the supervisor and the capacity graduate need to insert their comments on page 4 by stating their comments and acknowledge towards their improvement to narrow the gap.