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***Republika e Kosovës***

***RepublikaKosova-Republic of Kosovo***

***Qeveria - Vlada – Government***

**Forms 1**

**WORK RESULT EVALUATION FORM FOR THE SENIOR MANAGEMENT CATEGORY**

1. **General information**

|  |  |
| --- | --- |
| **Institution** |  |
| **Organizational unit** |  |
| **Rated (name and surname and position)** |  |
| **Assessor (name and surname and position)** |  |

1. **Evaluation based on job objectives / tasks of the job position (depending on the job position, the number of job objectives / tasks and activities may be higher or lower)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Objective | Activity | Level of evaluation by the clerk (Grade[[1]](#endnote-1)) | Level of evaluation by the supervisor (Grade[[2]](#endnote-2)) |
| 1 |  | 1.1  1.2  1.3 |  |  |
| 2 |  | 2.1  2.2  2.3 |  |  |
| 3 |  | 3.1  3.2  3.3 |  |  |
| 4 |  | 4.1  4.2  4.3 |  |  |

**The above objectives have been adopted by both parties.**

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**Supervisor / Assessor / Date \_\_\_\_\_\_\_\_\_\_\_\_ Dependent / rated / Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Supervisor (evaluator) comments on the achievement of objectives [[3]](#endnote-3):** |
| 1. **Evaluation based on professional conduct** |
| **1. Skills assessment** |
| **1.1. Planning and organizing:** Assess the ability to plan, organize and coordinate activities and tasks of work and its subordinates |
| **Officer grade: : ☐ Excellent (5) ☐ Very good (4) ☐ Good (3) ☐ Sufficient (2) ☐ Poor (1)** |
| **Supervisor rating: ☐ Excellent (5) ☐ Very good (4) ☐ Good (3) ☐ Sufficient (2) ☐ Poor (1)** |
| **Supervisor (evaluator) comments:** |
| **1.2. Decision-making:** The ability to make the right decisions, in a timely and operational manner, taking responsibility for the decisions made is assessed. |
| **Officer grade: : ☐ Excellent (5) ☐ Very good (4) ☐ Good (3) ☐ Sufficient (2) ☐ Poor (1)** |
| **Supervisor rating: ☐ Excellent (5) ☐ Very good (4) ☐ Good (3) ☐ Sufficient (2) ☐ Poor (1)** |
| **Supervisor (evaluator) comments:** |
| **1.3. Motivation (development) and impartial treatment of staff:** The ability to create a motivating work environment for subordinates is assessed; to adapt the way of management depending on the situation in order to prevent and resolve conflicts, to evaluate the activity of subordinates, as well as to distribute tasks fairly to subordinates. |
| **Officer grade: ☐ Excellent (5) ☐ Very good (4) ☐ Good (3) ☐ Sufficient (2) ☐ Poor (1)** |
| **Supervisor rating: ☐ Excellent (5) ☐ Very good (4) ☐ Good (3) ☐ Sufficient (2) ☐ Poor (1)** |
| **Supervisor (evaluator) comments:** |
| **1.4. Initiative and creativity:** The ability of the civil servant to take initiatives for the realization of work tasks is evaluated, influencing the increase of efficiency and effectiveness, as well as to solve problems through new ideas, alternatives and creativity. |
| **Officer grade: : ☐ Excellent (5) ☐ Very good (4) ☐ Good (3) ☐ Sufficient (2) ☐ Poor (1)** |
| **Supervisor rating: ☐ Excellent (5) ☐ Very good (4) ☐ Good (3) ☐ Sufficient (2) ☐ Poor (1)** |
| **Supervisor (evaluator) comments:** |
| **1.5. Communication and representation:** The ability to communicate (orally and in writing), effectively with leaders, subordinates and parties, the ability to explain certain tasks and objectives, as well as the ability to represent the institution, within its competences. |
| **Officer grade: : ☐ Excellent (5) ☐ Very good (4) ☐ Good (3) ☐ Sufficient (2) ☐ Poor (1)** |
| **Supervisor rating: ☐ Excellent (5) ☐ Very good (4) ☐ Good (3) ☐ Sufficient (2) ☐ Poor (1)** |
| **Supervisor (evaluator) comments:** |
| **1.6. Effectiveness at work:** The ability to perform work tasks with optimal time and cost while achieving maximum results is evaluated. |
| **Officer grade: : ☐ Excellent (5) ☐ Very good (4) ☐ Good (3) ☐ Sufficient (2) ☐ Poor (1)** |
| **Supervisor rating: ☐ Excellent (5) ☐ Very good (4) ☐ Good (3) ☐ Sufficient (2) ☐ Poor (1)** |
| **Supervisor (evaluator) comments:** |

**Average grade for objectives:\_\_\_[[4]](#endnote-4); Average grade for skills:\_\_\_[[5]](#endnote-5); Overall grade:\_\_\_\_[[6]](#endnote-6);**

**Signature of supervisor (assessor) / date**

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| **Evaluator's comments in case he / she is dissatisfied with the evaluation of objectives and skills:** |

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| ***Supervisor final evaluation after the evaluated comments in case it changes the initial evaluation*** *(note the grades which are changed for objectives and skills including average grades)* |

**Employee (appraised) signature / date**

1. It is graded, only the objective and not the activities. [↑](#endnote-ref-1)
2. It is graded, only the objective and not the activities. [↑](#endnote-ref-2)
3. Comments are required. [↑](#endnote-ref-3)
4. The average grade of the objectives is calculated by adding the grades of all the evaluated objectives and dividing by the number of objectives evaluated. [↑](#endnote-ref-4)
5. The average skill grade is calculated by summing the grades of all the assessed skills and dividing by the number of skills assessed. [↑](#endnote-ref-5)
6. The overall grade is calculated by adding 60% (multiplied by 60 and divided by 100) of the average grade of the objectives and 40% (multiplied by 40 and divided by 100) of the average grade of the skills.

   [↑](#endnote-ref-6)