

**LAMPIRAN A**

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| **CIVIL SERVICE LEADERSHIP PIPELINE (CSLP)**  **360° ASSESSMENT FORM** | **ES2.1** |

***Note: To be filled in by the assessed officer’s superiors and colleagues***

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| **DETAILS OF THE ASSESSED OFFICER** | |
| **Name** |  |
| **Appointment** |  |
| **Department** |  |
| **Ministry** |  |

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| **RATING SCALE** | | | | | | | |
| **1** | **Below Expectation** | **2** | **Meets Expectation** | **3** | **Exceeds Expectation** | **4** | **Exceptional Achievement** |

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| **STRATEGY: To what extent the assessed officer…** | | **Rating** |
| 1 | understands business strategies and able to explain their relevancy to their work. |  |
| 2 | generates ideas that contribute to the organisational success. |  |
| 3 | understands and keeps up to date with the key functions of the major business strategies of the organisation. |  |
| 4 | has comprehensive understanding of the current business strategies and business environments. |  |
| 5 | understands business process re-engineering where applicable. |  |
| 6 | sets a good example, has a positive and energetic approach to challenges. |  |
| 7 | builds credibility by being trustworthy and reliable. |  |
| 8 | recognises individuals who need reassurance, supports and encourages them. |  |
|  | **Total** |  |

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| **INTERPERSONAL: To what extent the assessed officer…** | | **Rating** |
| 1 | expresses ideas effectively with sensitivity and respect for others. |  |
| 2 | confidently handles challenging conversations. |  |
| 3 | conveys enthusiasm and energy about their work and encourages others to do the same. |  |
| 4 | takes responsibility for creating a working environment that encourages equality and diversity. |  |
| 5 | readily identifies opportunities to share knowledge, information and learning. |  |
| 6 | proactively seeks information, resources and support from outside own team in order to help achieve results. |  |
|  | **Total** |  |
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| **DELIVERY: To what extent the assessed officer…** | | **Rating** |
| 1 | understands and applies General Orders and Financial Regulations. |  |
| 2 | recognises when deliverables and/or services are not being delivered to the required level of quality or standard and takes appropriate action. |  |
| 3 | fully meets confidentiality and data security requirements. |  |
| 4 | ensures that recognised control procedures and practices are maintained. |  |
| 5 | monitors resources against plans and budget, identifies and flags up variances. |  |
| 6 | works with team to set priorities, creates clear plans and manages all work to meet the needs of customers and the business. |  |
| 7 | ensures that levels of service are maintained, flags up risks or concerns to meet customer requirements. |  |
| 8 | promotes adherence to relevant policies, procedures and regulations. |  |
|  | **Total** |  |

**Additional Assessment Comments**

1. Strengths

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1. Areas that need improvement

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1. Additional Comments

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| Work relation with the assessed officer | : | Superior / Supervisor |  | Colleague / Peer |  |
| How long have you known / worked with the assessed officer? | : | \_\_\_\_\_\_\_ year(s) \_\_\_\_\_\_\_ month(s) | | | |
| Date | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |