

TONGA PUBLIC SERVICE
(NGAUE FAKAPULE'ANGA TONGA)
PERFORMANCE PLANNING AND APPRAISAL FORM – BAND F to S
(Foomu ki hono fokotu'utu'u mo sivi'i 'o e tu'unga fakahoko fatongia – levolo F to S)

Name of Ministry (HINGOA 'O E POTUNGAUE)											
SECTION 1: EMPLOYEE DETAILS <i>(KONGA 1: Fakaikiiki 'o e Taha-Ngaue)</i>				PF Number <i>(Fika 'o e Faile fakafo'iituitui)</i>							
Employee Name & Post <i>(Hingoa 'o e tokotaha ngae)</i>			Supervisor's Name & Post <i>(Hingoa & Lakanga 'o e Taki ngae)</i>	Dr. Lia Maka							
Date appointed/promoted to current post <i>('Aho ne fakanofa/hiki hake ki he lakanga lolotonga)</i>			Length of time you have supervised the employee <i>(Vaha'a taimi kuo ke tokangaekina ai 'a e tokotaha ngae)</i>								
Evaluation Period <i>(Vaha'a taimi sivi ngae)</i>			Department/Division <i>(Va'a Ngaue)</i>								
SECTION 2: MINISTRY'S STRATEGIC DIRECTION (as per the Corporate Plan) – refer to CP Results Map <i>(KONGA 2: Ngaahi Fokotu'utu'u/Taumu'a Ngaue Fakalukufua 'a e Potungaue (To'o Mei he Palani Fakata'u Tolu)</i>											
DIRECT CONTRIBUTION TO ORGANIZATIONAL OUTCOME – For CEOs and HOD's Only											
<input type="checkbox"/> DIRECT CONTRIBUTION TO ANNUAL MANAGEMENT PLAN (AMP) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Sub Output 1: <input type="checkbox"/></td> <td style="width: 15%;">Sub Output 2: <input type="checkbox"/></td> <td style="width: 15%;">Sub Output 3: <input type="checkbox"/></td> <td style="width: 15%;">Sub Output 4: <input type="checkbox"/></td> <td style="width: 15%;">Sub Output 5: <input type="checkbox"/></td> <td style="width: 15%;">Sub Output 6: <input type="checkbox"/></td> </tr> </table>						Sub Output 1: <input type="checkbox"/>	Sub Output 2: <input type="checkbox"/>	Sub Output 3: <input type="checkbox"/>	Sub Output 4: <input type="checkbox"/>	Sub Output 5: <input type="checkbox"/>	Sub Output 6: <input type="checkbox"/>
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IN-DIRECT CONTRIBUTION TO ANNUAL MANAGEMENT PLAN (AMP):											
Sub Output 1:	Sub Output 2:	Sub Output 3:	Sub Output 4: <input type="checkbox"/>	Sub Output 5: <input type="checkbox"/>	Sub Output 6: <input type="checkbox"/>						
Note: Details of direct contribution are Annexed to this Form											
SECTION 3: KEY PERFORMANCE OUTPUTS <i>(KONGA 3: Ngaahi Tefito'i Ola mei he Fakahoko Ngaue)</i> List your key outputs and performance indicators as prescribed in your Job Description (JD). <i>(Ngaahi tefito'i taumu'a ngaue pea mo hono ngaahi tefito'i me'afua 'a ia 'oku hā 'i ho'o Tohi Fakamatala Ngaue.)</i>											
SECTION 3.1: Job Performance Columns A to B must be filled in at the beginning of the assessment period and Columns C&D to be completed at the end of the assessment period. (<i>Konga 3.1: Fakahoko Ngaue 'o e Ngaahi Fatongia</i>) – (<i>Ko e kolomu A ki he B kuo pau ke fakafonu ia 'i he kamata'anga 'o e vaha'a taimi sivi ngae pea ko e kolomu C&D ke fakafonu ia 'i he ngata'anga 'o e vaha'a taimi sivi ngae.</i>)											
A	B	C Rating/Fakamaaka (Fill at the end of the assessment period) (Fakafonu 'i he ngata'anga 'o e vaha'a taimi sivi ngae)			D						
Individual Outputs/Tasks <i>(Ngaahi taumu'a ngaue / fatongia fakafo'iituitui)</i>	Performance Indicator <i>(Ngaahi me'afua 'o e fakahoko ngae)</i>	Employee <i>(Fakamaaka 'ae tokotaha ngae)</i>	Supervisor <i>(Fakamaaka 'ae Taki ngae)</i>	Joint <i>(Fakamaaka felotoi)</i>	Joint Remarks <i>(Ngaahi tanaki makehe hili 'a e felotoi)</i>						
DIRECT CONTRIBUTION											
<input type="radio"/>	<input type="radio"/>										
<input type="radio"/>	<input type="radio"/>										
<input type="radio"/>	<input type="radio"/>										
<input type="radio"/>	<input type="radio"/>										
IN-DIRECT CONTRIBUTION											
1.	<input type="radio"/>										
2.	<input type="radio"/>										
3.	<input type="radio"/>										
4.	<input type="radio"/>										
5.	<input type="radio"/>										
6.	<input type="radio"/>										
7.	<input type="radio"/>										

Total Average Score
(*Avalisi Fakalukufua 'o e Maaka*)

Performance Rating Description

(*Fakaikiiki 'o e ngaahi maaka ki he fakahoko ngae*)

1 NOT ACHIEVED UNACCEPTABLE / NOT ACHIEVED – 'IKAI FAKAFIEMALIE / 'IKAI A'USIA	2 NEEDS IMPROVEMENT / NOT ACHIEVED FIEMA'U E FAKALAKALAKA / 'IKAI A'USIA	3 FULLY EFFECTIVE / MEETS PERFORMANCE EXPECTATIONS A'USIA KAKATO E TAUMU'A NGAUE	4 EXCEEDS PERFORMANCE EXPECTATIONS / A'USIA KAKATO E TAUMU'A NGAUE PEA MAHULU ATU	5 EXCEPTIONAL / OUTSTANDING NGAUE TU'UKIMU'A
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SECTION 3.2: Behavioral Attributes/Competencies (as per Performance Development Framework)

(*Konga 3.2: Ngaahi 'Ulungaanga Fakafo'iuitui/Malohinga Fakangae - 'a ia 'oku hā 'i ho'o Tohi Fakamatala Ngae*)

Columns **A&B** must be filled in at the beginning of the assessment period and Columns **C&D** to be completed at the end of the assessment period. (Ko e kolomu **A moe B** ke fakafonu ia i he kamata'anga 'o e vaha'a taimi sivi ngae pe a ko e kolomu **C moe D** ke fakafonu ia i he ngata'anga 'o e vaha'a taimi sivi ngae)

A	B	C			D
		Rating/Fakamaaka (Fill at the end of the assessment period) (Fakafonu i he ngata'anga 'o e vaha'a taimi sivi ngae)			
Behavioral Competencies (<i>Ulungaanga</i>)	Standards (<i>Tukungatotonu</i>)	Employee (<i>Fakamaaka 'ae tokotaha ngae</i>)	Supervisor (<i>Fakamaaka 'ae Taki ngae</i>)	Joint (<i>Fakamaaka felotoi</i>)	Joint Remarks (<i>Ngaahi tanaki makehe hili 'a e felotoi</i>)
1. Change and Innovation	<ul style="list-style-type: none"> ○ Stays informed and actively contributes to change initiatives ○ Looks for ways to demonstrate innovation and initiative in work area ○ Anticipates emerging issues and looks for ways to improve work practices. ○ Takes a big-picture view of change and models a positive, constructive approach to managing it ○ Focuses on benefits and ways of overcoming obstacles 				
2. Interpersonal Skills / Teamwork / Collaboration	<ul style="list-style-type: none"> ○ Actively shares information with appropriate people and checks for understanding where necessary ○ Presents clear, courteous and concise oral and written communications. ○ Engages positively and persuasively with program stakeholders as appropriate. ○ Develops rapport with people at all levels inside and outside the organisation to further the goals of the organisation. ○ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily. ○ Is open with other team members about his/her concerns 				
3. Integrity / Accountability / Results Orientation	<ul style="list-style-type: none"> ○ Seeks to achieve high quality results which are in the best interest of the organisation ○ Uses honesty and appropriate disclosure with customers, employees, and management. ○ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action to deliver results. ○ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance ○ Thinks outside of the box to achieve the best results for an internal/external customer. 				

4. Customer Focus (internal and external)	<ul style="list-style-type: none"> ○ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly; ○ Accepts responsibility for mistakes, apologizes and makes suitable and timely amends. ○ Treats all clients with respect and cultural awareness 			
5. Judgement	<ul style="list-style-type: none"> ○ Approaches a task/problem in a sensible way; gives sound advice and seek assistance if necessary. ○ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss 			
6. Self Confidence and Assertiveness	<ul style="list-style-type: none"> ○ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization. ○ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion. 			
7. Supports the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> ○ Inspires dedication to the organization's shared outputs and values through his/her own visible actions. ○ Shows enthusiasm for organizational initiatives, policies and procedures and helps others accept any changes and remain effective. ○ Embraces and adapts to changing work environment 			
8. Promotion of equity and equality	<ul style="list-style-type: none"> ○ Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences. 			
9. Management / Supervision (for managers only)	<ul style="list-style-type: none"> ○ Manages resources effectively and efficiently, ensures effective and improved staff performance 			
10. Leadership (for managers only)	<ul style="list-style-type: none"> ○ Develops and communicates vision and translates these into clear objectives ○ Builds and sustains a motivated team ○ Leads by example ○ Inspires a shared commitment ○ Empowers others to take responsibility through a deep sense of commitment and ownership 			

Total Average Score
(*Avalisi Fakalukufua 'o e Maaka*)

Ratings/Points

(*Fakaikiiki 'o e ngaahi maaka*)

1 NOT ACHIEVED UNACCEPTABLE BEHAVIOUR – ‘IKAI FAKAFIEMALIE E TUKUNGA FAKA-ULUNGAANGA	2 NEEDS IMPROVEMENT / INCONSISTENT BEHAVIOUR FIEMA’U E FAKALAKALAKA FAKA-ULUNGAANGA	3 FULLY EFFECTIVE / A’USIA KAKATO E TUKUNGA FAKA-ULUNGAANGA	4 EXCEEDS PERFORMANCE EXPECTATIONS / A’USIA KAKATO E NGAHII ULUNGAANGA FAKA-NGAUE PEA MAHULU ATU	5 EXCEPTIONAL / OUTSTANDING ULUNGAANGA TU’UKIMU’A
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Signature: After agreeing on A&B

(*Fakamo’oni: Hili ‘a e felotoi ‘i he konga A mo e B*)

.....

Signed by Employee
(*Fakamo’oni ‘a e Taha - ngae*)

.....

Signed by Supervisor
(*Fakamo’oni ‘a e Taki- ngae*)

.....

Date
(*Aho*)

.....

Date
(*Aho*)

SECTION 3.3: Overall Performance
(*Konga 3.3: Ola Fakalukufua ‘o e Fakahoko Ngae*)

a	Total Average Joint Points from 3.1 (<i>Faka’avalisi fakakatoa ‘o e Fakamaaka mei he konga 3.1</i>)	
b	Total Average Joint Points from 3.2 (<i>Faka’avalisi fakakatoa ‘o e Fakamaaka mei he konga 3.2</i>)	
c	Total Overall Performance score (a + b)/2	

SECTION 4: TRAINING AND DEVELOPMENT REQUIREMENTS**(KONGA 4 : Ngaahi fiema'u ki he ako Ngaue mo e fakalakalaka ngae fakafo'i tuitui)**

During the performance assessment, the following areas or issues were identified as requiring attention for development.
(Lolotonga 'a e taimi sivi ngaue, ko e ngaahi tafa'aki eni na'e fakatokanga'i 'oku fiema'u ha fakalelei/fakalakalaka aai)

Issues/Areas for development (Ngaahi tafa'aki 'oku fiema'u ke fakahoko ai ha fakalakalaka fakafo'i tuitui)	The following action(s) will be taken in respect of each issues/areas (Ko e ngaahi ngae 'e fakahoko 'e felave'i mo e ngaahi tafa'aki takitaha)	Time Frame (Loloa 'o e taimi)
1.		
2.		

SECTION 5: COMMENTS AND RECOMMENDATIONS (KONGA 5: Ngaahi Tanaki mo e Fokotu'u)**5.1 Individual Comments** - Outline the actions taken by your supervisor that help you perform during the assessment period.

What could they have done to be more supportive? **(Konga 5.1: Tanaki mei he Taha ngae)** - *(Fakamatala ki ha ngaahi ngae 'a ho'o taki ngae na'e tokoni kiho'o fakahoko fatongia lolotonga 'a e taimi sivi ngae. Ko e ha ha ngaahi ngae na'a ne mei fakahoko ke toe tokoni'i aki koe mo ho'o ngae oku fakahoko)*

.....
Signature
(Fakamo'oni 'a e taha ngae)

.....
Date
('Aho)

5.2 Supervisor's Comments - Consider the person's performance over the assessment period. What are some of the highlights achieved? What difficulties did they encounter? What could the person have done to improve their performance?

(Konga 5.2: Ngaahi tanaki mei he Taki Ngae) - *(Fakakaukau ange ki he tu'unga fakahoko fatongia 'a e taha ngae lolotonga 'a e taimi sivi ngae. Koe ha ha ngaahi lavame'a 'oku totolu ke fakatokanga'i? Ko e ha ha ngaahi faingata'a fakangaue na'a ne fehangahangai mo ia? Ko e ha nai ha ngaue na'e mei fakahoko he taha ngae ke toe fakalelei'i aki 'ene fakahoko fatongia?)*

.....
Signature
(Fakamo'oni 'a e Taki Ngae)

.....
Date
('Aho)

5.3 CEO's Comments - Consider the person's performance over the assessment period. What are some of the highlights achieved? What difficulties did they encounter? What could the person have done to improve their performance? **(Konga 5.3: Ngaahi tanaki mei he 'Ofisa Pule Ngae)**

(Fakakaukau ange ki he fakahoko fatongia 'a e taha ngae lolotonga 'a e taimi sivi'i 'o e ngae. Ko e ha ha ngaahi lavame'a 'oku totolu ke fakatokanga'i? Ko e ha ha ngaahi faingata'a fakangaue na'a ne fehangahanaai mo ia? Ko e ha nai ha ngaue na'e mei fakahoko 'e he taha ngae ke toe fakalelei'i aki 'ene fakahoko fatongia?)

.....
Signature
(Fakamo'oni 'a e 'Ofisa Pule Ngae)

.....
Date
('Aho)