

**“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO. 11/1997**

**REFERENCE NO. PS:31/0 III**

FROM: Permanent Secretary,  
Public Service Ministry

TO: All Permanent Secretaries,  
Heads of Departments and  
Regional Executive Officers

**SUBJECT:**

Introduction of new Staff Performance Review  
Scheme

DATE: 1997-07-11

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Please refer to the Memorandum dated 1996-02-14 from the Head of the Presidential Secretariat and to the briefing given by me on 27<sup>th</sup> June, 1997, at the Office of the President on the above subject.

2. The introduction of the new Staff Performance Review Scheme has resulted in the necessity for the preparation of annual performance reviews so as to ensure that employees know what is expected of them and to what standards they have to perform.
3. The Annual Review covers the period January to December and the minimum period of assessment if employees will be six (6) months. For the year 1997, employees should not be assessed against predetermined objectives and therefore, Section I of the form (already distributed with Guidelines to Ministries/Departments/Regions) should not be completed for this year. However, the Performance Requirements at Section 2 should be used by the Reporting Officer to determine the level of performance achieved by the job holder against each requirement over the reporting period.
4. From 1998 and onwards, Reporting Officers should ensure that employees are absolutely clear with respect to what are their responsibilities and what objectives they would be required to achieve. There should be opportunity for joint discussions between Reporting Officers and employees to agree on the annual objectives and performance standards which need to be achieved, and also the training and development needs to enhance their future performance. Quarterly Reviews should be done to ensure that employees know how they are performing against the agreed objectives so they can take steps to improve performance as may be necessary.
5. It is opportune to remind you that Staff Performance Reviews are intended to improve job performance and determine salary adjustments which would vary according to how well employees are deemed to have performed. They would also be used in 1997 and 1998 to determine continued eligibility for the payment of the supplement to holders of posts which were approved to receive this payment.

6. Further guidelines on the Staff Performance Review Scheme and the criteria for linking the results of appraisals to a pay increase would be communicated to you at a later date. If there is need for any clarification or further information, please contact the Chief Personnel Officer on telephone No. 02-72292.

R. Sivanand A.A.  
Permanent Secretary  
Public Service Management  
Office of the President.