

**PUBLIC SERVICE MINISTRY    CIRCULAR #2/2005 PS:31/0 II**

**FROM:**        *Permanent Secretary  
Public Service Ministry*

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

**SUBJECT**  
*Performance Review Scheme*

**DATE:**        *June 21, 2005*

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*Since 1994 this Ministry issued a Circular that for Annual Appraisal Reports should be undertaken of each employee within the Public Service. Please see attached Circular dated 1994-11-30.*

*2. We are aware that reviews have not been systematically and in most cases were discontinued. For employees confirmation and promotion the Public Service Commission is insisting on these reviews. It is therefore expected that with immediate effect.*

*3. This Ministry proposes to implement a new Staff Performance Review Scheme so as to ensure that employees know what is expected of them and to what standards they have to perform.*

*4. The Annual Review would cover the period of January to December and the minimum period of assessment of employees will be six (6) months. 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.*

*5. Therefore from 2005 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 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.*

*6. Please be reminded that Staff Performance Reviews are intended to improve job performance and enhance their opportunity for promotion within the Public Service which would vary according to how well employees are deemed to have performed.*

*7. 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 from time to time.*

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*DR. N. K. GOPAUL  
PERMANENT SECRETARY  
PUBLIC SERVICE MINISTRY*

**OFFICE OF THE PRESIDENT**  
**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO.**  
**MEMORANDUM**

**REFERENCE NO. PS: 3/0 III**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT:**

Preparation and submission of Annual Appraisal  
Reports

DATE: 1994-11-30

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I wish to remind you once again that it is a requirement of the Public Service rules that Staff Performance Appraisal reports are prepared in respect of monthly paid employees each year. (Please see Section C).

2. Since the Staff Performance Appraisal reports are used for purposes other than awarding increased remuneration (e.g. to facilitate determination of an employee 's eligibility for promotion, or to highlight need for training), appraisal must therefore be carried out, notwithstanding the dis-continuance of payment of merit awards. You should therefore arrange to obtain your supply of current forms by using stencils to meet your needs.
3. I urge you to continue to prepare Staff Performance Appraisal reports each Calendar year (i.e. Reports on period January –December) as mentioned in paragraph one(1) above and to forwards reports in respect of employees recruited by the Public Service Commission to the Secretary, Public Service Commission until further instructions.
4. Please bring the contents of this circular to the attention of those persons who are involved in the appraisal of staff and in particular to those who deal with personnel matters in your organisation.

G. Husbands  
for Permanent Secretary  
Office of the President  
Public Service Management.