



**ROYAL CIVIL SERVICE COMMISSION
WORK PLANNING AND REVIEW FORM**

(FOR P & S POSITION CATEGORIES)



For the period: _____ **to** _____

Agency:

Name of the Employee:

Name of the Supervisor:

Employee ID No:

Position Title:

<p>These performance outcomes are to be made priorities for the next one year. To be completed jointly by the supervisor and the employee at the beginning of the work planning cycle. Use the employee's job description and annual work plan as guidelines.</p>	<p>Each performance output may be reviewed, as and when required.</p>	<p>No ratings are required in this phase. Provide remarks on the progress of the employee in meeting each performance output.</p>
<p>Expected Performance Output</p>	<p>Remarks of the Employee:</p>	<p>Remarks of the Supervisor:</p>
<p>Output I:</p> <p>Output II:</p> <p>Output III:</p> <p>Output IV:</p> <p>.....</p> <p>.....</p>		

(Use additional sheet if required)



**ROYAL CIVIL SERVICE COMMISSION
IDENTIFICATION OF CORE COMPETENCIES**



Instructions

The core competencies are the special skills/qualities required to fulfill the roles and responsibilities of the position. The supervisor and the employee should jointly identify four core competencies relevant to the employee's position in addition to the three, which are fixed.

Agreed Core Competencies
1. Integrity
2. Attitude
3. Punctuality
4.
5.
6.
7.

(Signature of the Employee)

(Signature of the Supervisor)