

GHANA PSYCHOLOGY COUNCIL PERFORMANCE APPRAISAL FORM



- 1 copy to be kept by Intern
- 1 copy to be kept in Intern's file
- 1 copy forwarded to the Performance Appraisal Coordinator

INTERN PERFORMANCE APPRAISAL FORM

(This should be completed on an annual basis)

Period of Appraisal: to

Date of Appraisal:.....

SECTION A.

Personal Data (to be completed by the Intern):

Intern ID No. [Grid of 10 boxes]

Surname.....First & Other Names.....

(Write names in full)

Date of Birth...../...../.....

Sex/Gender: [F] [M]

Type of institution:

Grid for selecting institution type: Counseling Centre, Psychiatric Hospital, Hospital Private & Quasi, Teaching Hospital, Corporate Body Clinic, Hospital Gov't & Mission Special School, Govt. Org, Private Org, NGOs Community, Regular School, Church.

Full name of Internship Facility.....

Department / Unit /RegionDistrict.....

Date should be completed as dd /mm/ yyyy

Commencement Date/...../.....

Date of Completion of Internship:/...../.....

Name & Position of Supervisor / Present Grade.....

Profession Field / Specialty.....

Qualification (Professional)..... Year.....

GPC Licensure Status..... Year.....

Internship Allowance Paid?Yes/No..... Amount

GHANA PSYCHOLOGY COUNCIL PERFORMANCE APPRAISAL FORM

If more space is required, attach another sheet to this form

SECTION B:

Setting of New Objectives and Assessment of Performance

(To be completed by the Appraiser/Supervisor - Refer to the instructions at the bottom of this page)

No.	Agreed Annual Objectives <i>(list at least 2 objectives for the next 12 months)</i>	Agreed Mid-Year Activities <i>(to achieve objectives & linked to job description)</i>	Annual Ratings <i>(mark with a √ symbol)</i>					Comments
			1	2	3	4	5	
1		a.						
		b.						
		c.						
2		a.						
		b.						
3		a.						
		b.						
		c.						

<p>Instructions</p> <ul style="list-style-type: none"> - Agreed Annual Objectives refer to the objectives set for the year (next 12 months) - Main Activities/Tasks refer to the specific tasks to be completed in order to meet the objectives, and where possible, should be linked to the Appraisee’s Job Description. - Was the Appraisee’s Job Description used in this assessment? Yes <input type="checkbox"/> No <input type="checkbox"/> - Where relevant, <u>include both management and technical activities</u> for those staff that have a dual responsibility 	<p>Explanation of Ratings</p> <p><i>Please tick with this symbol (√) your assessment of the Appraisee’s performance in meeting the objectives, and give comments on your assessment</i></p> <ol style="list-style-type: none"> 1. Some activities not started. Objectives not achieved. Performance is poor. Fails to meet position requirements in most areas. 2. All activities started. Objectives not achieved. Performance is marginal. Meets position requirements in some areas. 3. Some activities completed. Some objectives achieved & individual contributed to achievement of objectives. Performance is average. 4. All activities completed. All objectives met and individual is responsible for achievement of objectives. Performance meets job requirements. Demonstrates successful and good performance. 5. All activities completed and new activities started. All objectives were exceeded and individual is directly responsible for achievement of objectives. Performance consistently exceeds job requirements. Demonstrates unusually high, very successful and excellent performance.
--	--

Average Score for Assessment of Performance in Section B: x/5

- ✓ Add (+) together ratings per objective and divide by the number of activities per objective; giving the average rating per objective.
- ✓ Add all averages and divide by the number of objectives. This will give an average rating for the Intern.
- ✓ Place this overall average rating in the relevant box below by using a tick (√).
- ✓ This reflects the average performance of the Intern in Section B. *For example, if the total score of the Intern is 3.4. The Intern’s average score would be “Good”*

Unsatisfactory
(1 to 1.5)

Marginal
(1.6 to 2.5)

Good
(2.6 to 3.5)

Very Good
(3.6 to 4.5)

Excellent
(4.6 to 5)

GHANA PSYCHOLOGY COUNCIL PERFORMANCE APPRAISAL FORM

SECTION C: Ratings on Assessment of Current Staff Performance

(To be completed by the Appraiser)

Circle the rating that best applies to the Intern based on the description/standard given for each rating

	Assessment Factor	Ratings				
1.	Quality of Work Disregard volume. Consider only whether work is acceptable, of high quality, and thorough.	1 Unsatisfactory	2 Poor	3 Satisfactory	4 Very Good	5 Excellent
		Work is very sloppy with frequent & avoidable errors	Makes frequent errors, work is often careless.	Work is generally satisfactory. Occasionally uncorrected errors slip through.	Work is almost always accurate & neat, corrects errors him/herself. Work is of high caliber.	Work is always of superior quality.
2.	Job Knowledge Evaluate the employee's ability to grasp the procedures, techniques, instructions of the job & the degree to which required skills have been mastered. Consider technical skills & management & administrative skills where applicable	1 Unsatisfactory	2 Poor	3 Satisfactory	4 Very Good	5 Excellent
		Demonstrates little or no understanding of work assignments & seems unable or uninterested in mastering the skills required.	Learns work assignments slowly. Requires much instruction & guidance. Attainment of required skills is marginal. Needs further training.	Has sufficient knowledge of duties & responsibilities of the work to satisfy requirements of the job. Degree of skill is met in most respects.	Thorough knowledge of practically all phases of the work. Performs with very good degree of skill.	Has excellent mastery of all phases of the work. Performs with very high degree of skill.
3.	Initiative & Resourcefulness Consider ability to proceed with job without being told every detail; to be generally resourceful; to get along without constant supervision	1 Unsatisfactory	2 Poor	3 Satisfactory	4 Very Good	5 Excellent
		Routine worker; usually waits to be told what to do; needs constant supervision. Work effort stops when an obstacle is encountered. Never initiates action.	Often at a loss in other than routine situations; frequent checkup required. Usually relies on others to find solutions to problems.	Does regular work without waiting for directions; requires some supervision on anything new. Occasionally takes initiative in the performance of assigned duties.	Resourceful; needs minimum supervision; alert to opportunities for improvement of work	Always gets on with the job on her own; seeks & sets for herself additional tasks; makes creative & innovative contributions to work.
4.	Attendance & Dependability Consider whether the employee can be relied upon to appear for work on time and to meet work schedules.	1 Unsatisfactory	2 Poor	3 Satisfactory	4 Very Good	5 Excellent
		Can seldom be relied upon to meet work schedules without constant supervision. Frequent tardiness & apparent abuse or misuse of leave privileges. Does not usually report leave in advance. Very undependable.	Erratic in attendance & punctuality. Seldom reports absence or tardiness in advance. Not dependable. Requires more supervision than should be necessary	Occasionally absent or tardy. Reports absence or tardiness in advance	Dependable. Can usually be relied upon to meet schedules & commitments. Makes effort to be punctual & to complete work on schedule. Seldom absent or tardy & reports absences & tardiness in advance.	Extremely conscientious in meeting work schedules & in fulfilling responsibilities & commitments. Attendance is excellent & can always be relied upon for appearing & getting job done, regardless of circumstances.

GHANA PSYCHOLOGY COUNCIL PERFORMANCE APPRAISAL FORM

5.		1 Unsatisfactory	2 Poor	3 Satisfactory	4 Very Good	5 Excellent
	Attitude toward work, staff, patients & public Consider interest & enthusiasm in work, attitude towards patients & fellow staff, reactions to constructive criticisms, support of management policies, reaction to supervisor's instructions.	Difficult to work with. Negative attitude. Uncooperative. Rude to patients & fellow staff.	Occasionally unwilling to follow orders without argument. Inclined to be stubborn. No real interest in job, satisfied to do the minimum.	Reasonably conscientious & generally enthusiastic in performing assigned tasks. Tries to cooperate. Usually agreeable & obliging, & pleasant to patients.	Demonstrates sustained motivation to do the best possible job. Cooperative most of the time. Interested in work. Quick to offer assistance to staff & patients.	Always makes an effort toward overcoming difficulties & volunteers when assistance is sought. Goes out of way to help. Very pleasant to staff & patients.

Average Score for Assessment of Performance in Section C

- ✓ Add (+) together each rating you have circled (a total of 5 ratings should be circled).
- ✓ This will give you a total score.
- ✓ Divide (÷) this total score by 5 which will give you an overall average rating for the Intern.
- ✓ Place this overall average rating in the relevant box below by using a tick (✓).
- ✓ This reflects the overall performance of the Intern. *For example, if the total score of the Intern is 17, then $17 \div 5 = 3.4$. Therefore the Intern's overall average score would be "Good"*

Unsatisfactory (1 to 1.5)	Marginal (1.6 to 2.5)	Good (2.6 to 3.5)	Very Good (3.6 to 4.5)	Excellent (4.6 to 5)
<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>

Total Score for Assessment of Performance

1. Score for Assessment of Performance in Section B =/ (max5)

2. Score for Assessment of Performance in Section C =/ (max5)

Total =/ (max10)

Unsatisfactory (1.0 to 3.0)	Marginal (3.1 to 5.0)	Good (5.1 to 7.0)	Very Good (7.1 to 9.0)	Excellent (9.1 to 10.0)
<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>

GHANA PSYCHOLOGY COUNCIL PERFORMANCE APPRAISAL FORM

**SECTION D: Summary of Performance and Development Plan
(To be completed by the Appraiser)**

What activities does this Intern do especially well? (Major Strengths)

.....
.....
.....
.....

In what respects does this Intern need to improve? (Weaknesses)

.....
.....
.....
.....

Based on current job performance and the requirements of the Intern's job position, in order of priority list areas of training needed/recommended:

.....
.....
.....
.....

**SECTION E: Comments
(To be completed by both the Appraiser and Intern)**

Appraiser's Comments

(Report / information on any critical incident; special experience (activity) of the Intern (if any))

.....
.....
.....
.....
.....

Name of Appraiser..... Position / Rank.....

Signature..... Date.....

GHANA PSYCHOLOGY COUNCIL PERFORMANCE APPRAISAL FORM

Intern's Comments

(Comments may include points of disagreement, adequate guidance & counseling, whether objectives were reviewed and clarified with supervisor; etc.)

.....
.....
.....
.....
.....

Intern's Signature.....Date.....

Comments by Countersigning Officer: (e.g. DDHS / Medical Superintendent/Head of Department, etc.)

.....
.....
.....
.....

Name of Countersigning Officer..... Position / Rank.....

Signature.....Date.....