



**MINISTRY OF CLIMATE CHANGE**

# INTERNAL RECRUITMENT GUIDELINE

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## **MINISTRY OF CLIMATE CHANGE INTERNAL RECRUITMENT GUIDLINE**

### **1. INTRODUCTION**

The Public Service Act requires that "the selection of persons for appointments and promotion to be based upon merit" [section 15(2) (b)] and that a person's merit for appointment or promotion be determined by assessing their:

- (a) Skill and ability to perform the duties and responsibilities of the post.**
- (b) Standard and efficiency of work performance;**
- (c) Formal qualifications and training; and**
- (d) Personal qualities including conduct.**

Chapter 3 of the Public Service Staff Manual outlines the recruitment process within the Public Service Commission.

For Directors and Director General in order to determine the best applicant for the vacant position, the appropriate selection procedures need to be in place that will ensure the proper recruitment and selection process and decision are transparent, impartial and fair. The procedure should ensure that:

- All potential applicants have reasonable access and opportunity apply for vacancies
- Applicants are given the same information about the selection process
- All applicants received and are assessed against the same selection criteria
- Selection committee make sound and unbiased selection decision using information gathering methods appropriate to the nature of the job being filled and
- The selection process is free from the political interference.

The aim of recruitment is to establish a quality workforce capable of effectively delivering government programs and services.

## 2. INTERNAL GUIDELINE

TYPES OF RECRUITMENT	STAGES	STEPS	DETAIL EXPLIANATION
Permanent post	<p><b>1. Preparation of Financial visa</b></p>	<ol style="list-style-type: none"> <li>1. Director or Director General through his or her department to instruct finance officer to prepare financial visa based on available budget.</li> <li>2. Director and Director General signs off the financial visa</li> <li>3. A scan copy needs to be kept with the Department and Ministry corporate services</li> <li>4. Register in out mail and ensure is signed off when delivered to MFEM –treasury for assessment</li> <li>5. Get the approved Financial Visa from MFEM</li> <li>6. Scan and file the copy</li> </ol>	<p>Financial Visa must contain the approved Job description and structure.</p>
	<p><b>2. Obtaining approval to advertise from the secretary of the Commission</b></p>	<p>1.HRO to fill the request to advertise a vacancy form <b>PSC FORM 3-1)</b> and attach copies of the:</p> <ol style="list-style-type: none"> <li>a. Current approved job description;</li> <li>b. Current approved Department’s organisation chart that clearly shows where the position fits in the structure;</li> <li>c. Job advertisement; and approved financial visa from the Department of Finance</li> <li>d. Deliver to Director and Director General for signature</li> <li>e. Scan the form</li> <li>f. Register in outmail and ensure is signed off when delivered to OPSC for Secretary’s signature and approval</li> <li>g. Get the approval from OPSC</li> <li>h. scan and file the copy</li> </ol>	<ul style="list-style-type: none"> <li>• Request to advertise must be signed off by both Director and Director General before submission to OPSC.</li> <li>• Advertisement can only be done when Secretary of Public Service Commission approves the approval to advertise request.</li> </ul>

	<p><b>3. Advertising the job vacancy, providing job information and acknowledging receipt of applications</b></p>	<p>1. Advertisement layout must 3 language- English, Bislama and French.</p> <p>2. Request for quotation and layout for consideration</p> <p>3. Advertisement duration will be based on approval to advertise letter approved by Secretary general of Public Service Commission.</p> <p>4. Advertisement content should clearly outline the criteria's outlined in the approved Job description of the Post must inform potential applicants that applications have to be made using the prescribed Public Service Job Application Form. (<b>PSC FORM 3-2</b>).</p> <p>5. Provide information package to all potential applicants who inquire about the job. This kit should contain, as a minimum</p> <p><b>A.</b> A copy of Public Service Job Application form (<b>PSC FORM 3-2</b>).</p> <p><b>B.</b> A copy of the approved Job Description (<b>PSC FORM 2-1</b>),</p> <p><b>C.</b> A copy of the current approved organisation chart showing where the position fits in the structure and any other relevant information relating to the Department and/or the position.</p> <p>5. All applications received are to be recorded in a register and a simple acknowledgment forwarded to the applicant to indicate that the application has been received and that it will be referred to the selection committee for consideration</p>	<p>Job vacancies should be advertised through any means of media that would increase the public's awareness of the vacancies.</p>
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***Establishing a selection Panel***

1. Selection Panel should be three to five members.
  - a) **Ministry or Department convener-** should be someone working on the Department or Ministry where vacant position is located. The convener plays the leading role during a panel session, including development of interview questions.
  - b) **PSC Rep** - is responsible to provide guide to the panel members in regards to the recruitment rules stated in the PSSM.
  - c) **Independent Rep-** may bring in new or innovative techniques in terms of recruitment that may assist the panel in its session. An Independent rep can be nominated from another Government Department.
2. Also the panel members must ensure that the followings are in order before the assessment commences.
  - a) Clear records of when the applications were received
  - b) Late applications must be clearly stated
  - c) PSC approval letter to advertise the position (s)
  - d) Organisational structure
  - e) Approved Financial Visa
  - f) Job Description
  - g) **(PSC FORM 3-2)**. A must – if not attached the panel can request the applicant to submit even, thou closing date lapse) or culled out the applicant.

- Composition of a Selection Panel, a Director-General must consult with the Director of the Department where the vacant position is located and take into account his or her views.
- Each Selection Panel should have a reasonable gender balance.
- If a member of a selection panel discovers at the commencement of the process, that he/she is related to or has a personal relationship with any of the applicant's, the member must declare the potential conflict of interest and immediately excuse themselves from the panel. The matter should then be referred to the Director-General who, in consultation with the relevant Director, to make arrangements for a replacement panel member to be appointed.

	<b>Shortlisting</b>	<p>The panel member Assessing the written application against the selection criteria</p> <ol style="list-style-type: none"> <li>a) Assessing the applicant resume</li> <li>b) Examine work samples provided by the applicant</li> <li>c) Cull out process if the application does not meet the set criteria of the advertisement.</li> <li>d) Panel members to assess by completing (<b>PSC Individual Assessment Forms -3-3</b>) clearly stating name of applicant and other required fields.</li> <li>e) Another form – (<b>PSC individual Assessment Form3-3</b>) to be used for the average score (add all panel members' score for individual applicants and divide by number of panel members)</li> <li>f) The form must sign off by each panel member.</li> <li>g) The panel should give priority or high rating to the questions raised on; <ul style="list-style-type: none"> <li>• <u>Qualification</u> e.g., if the <u>position</u> requires a degree, then <u>applicants</u> with a degree should be given high rating, <u>Diplomas</u> with medium rating and <u>certificates</u> with low rating</li> <li>• <u>Special field</u> of education in the relevant field of Job should be given high priority</li> <li>• <u>Number of years</u> of experience in relevant field should also be given high priority</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• HRO to liaise with panel members to set time and date for Panel to meet for shortlisting.</li> </ul>
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		<p>Priority Ratings are as follows: - High Ratings – 8-10; Medium Rating – 5-7; Low Rating – 0-4</p>	
	<p><b><i>Interview</i></b></p>	<p>a) Panel should agree on a date to convene to further assess the short-listed applicant through interview. The date should not be more than five (5) days after the assessment of written applications. Panel must use <b>(PSC individual Assessment Form3-3)</b> for interview.</p> <p>b) Interview questions to be formulated by the Ministry Convenor and circulated to all panel members for comment.</p> <p>c) It is also advisable that the panel members involve in developing questions to provide possible answers to the questions.</p> <p>d) Ministry HRO to call every successful candidate confirm date and time for the interview.</p> <p>e) On the day of the interview, department responsible should provide water and lunch for the panellist.</p> <p>f) The panel members can further discuss the responses (how best the applicant's response to questions ask) from applicants before each panel member can decide on his/her score.</p> <p><b>2. Interview session</b></p> <p>This should be environmentally friendly for instance:</p>	<ul style="list-style-type: none"> <li>• When selection is finalised by the Panel member. The Director and Director General must consider /endorse selection report</li> <li>• If not endorsed, other appropriate action has to be taken by the Ministry in relation to the vacancy., Re-advertise.</li> <li>• If endorsed by Director and Director General certifies that merit procedures have been followed and submits all relevant documents to PSC for approval.</li> </ul>



- |  |  |  |  |
|--|--|--|--|
|  |  | <ul style="list-style-type: none"><li>a) Introduce the panel members to the applicant.</li><li>b) Inform the applicant on the sequence of questions to be ask.</li><li>c) Try to make the interview as friendly and comfortable as possible for the interviewee.</li><li>d) May ask questions that are design to put the applicant at ease, for the applicant to relax and can talk freely.</li><li>e) Inform the applicant the language in which they feel comfortable in responding to questions.</li><li>f) Inform the applicant, that questions can be repeated upon request.</li><li>g) Also provide water to drink including pen and paper.</li><li>h) At the end of the interview the panel should allow time for applicant to ask question</li><li>i) The convener must then inform the applicant about the PSC recruitment process and how long it will take for the applicant to be informed of the outcome of the assessment.</li></ul> |  |
|--|--|--|--|

**3. End of the Interview session**

The panel member supposed to;

- a) Complete individual scoring sheets,
- b) All members must sign off the average score sheet,
- c) Comparative assessment (**PSC FORM 3-4**) form must be completed and signed off by all members
- d) Selection outcome report (**PSC FORM 3-5**) completed and signed off by Director and DG.
- e) HRO to facilitate the recruitment file for Director and Director General endorsement

- f) Scan and file the copy
- g) Submission to OPSC for Commissions endorsement

**Temporary salaried employees**

1. Director or Director General through his or her department to instruct Finance officer to prepare financial visa based on available budget.
2. Director and Director General signs off the financial visa
3. A scan copy needs to be kept with the Department and Ministry corporate services
4. Register in out mail and ensure is signed off when delivered to MFEM –treasury for assessment
5. Get the approved Financial Visa from MFEM
6. Scan and file the copy
7. Director and Director General sign off the request to employ a temporary salaried employee, a daily rated worker or a contract employee form **(PSC FORM 3-7)** attach the
  - Financial Visa,
  - Job Application **(PSC FORM 3-2)** completed by the proposed employee
  - The approved Job Description **(PSC FORM 2-1)** for the position to be occupied and
  - Submit to OPSC for Commission endorsement.

Temporary salaried employees can be engaged up to a maximum period of 6 months generally where there is an approved established position and a person is required to cover the absence of permanent officers during periods of leave or to fill a temporary vacancy pending recruitment action.

<p><b>Permanent appointment of a staff member to a higher post without Advertising the vacancy</b></p>		<ol style="list-style-type: none"> <li>1. Director or Director general through his or her department appoint the officer on acting for 6-month period.</li> <li>2. Supervisor submit the six-month assessment form. <b>(Use PSC form 10-1 template)</b></li> <li>3. For direct appointment Director or Director General needs to submit a support direct appointment letter. Attaching with the <ul style="list-style-type: none"> <li>• Approved financial Visa from MFEM'</li> <li>• Copy of acting letter</li> <li>• Assessment form</li> <li>• Permanent Appointment Report <b>(PSC FORM 3-6)</b></li> </ul> </li> <li>4. Director and Director-General must be able to demonstrate to the Commission that merit and equity criteria have been satisfied.</li> </ol>	<p>Where a permanent officer has been acting in a higher post for a continuous period of at least 6 months, the Commission may appoint that officer to the post on a permanent basis if it is satisfied that the merit and equity criteria have been satisfied</p>
<p><b>Contract</b></p>		<ol style="list-style-type: none"> <li>1. Director to instruct Finance officer to Prepare Financial visa based on available budget.</li> <li>2. Director and Director General signs off the Financial Visa</li> <li>3. A scan copy needs to be kept with the Department and Ministry corporate services</li> <li>4. Register in out mail and ensure is signed off when delivered to MFEM –treasury for assessment</li> <li>5. Get the approved Financial Visa from MFEM</li> <li>6. Scan and file the copy</li> </ol>	<p>Contract employees may be engaged for up to a period of six (6) months where, due to the nature of the work to be performed (such as short-term specialist services with specific Terms of Reference). Expatriate technical advisors' contract with specific terms and conditions of work maybe engaged for more than six months depending on the need of engagement, but shall be subject to the approval of the Commission.</p>

7. Director and Director General sign off the request to employ a temporary salaried employee, a daily rated worker or a contract employee form (**PSC FORM 3-7**). Attach a

- Agreement of service contract duly completed and signed by the proposed contractor
- Financial Visa,
- Job Application (**PSC FORM 3-2**) completed by the proposed employee
- The approved Job Description (**PSC FORM 2-1**) for the position to be occupied and
- Submit to OPSC for commissions endorsement

**PSC FORM 2-1**

PUBLIC SERVICE COMMISSION JOB DESCRIPTION FORM		
Ministry to prepare and request Approval by the Public Service Commission. Please contact the Performance Improvement Unit Staff of the office of the Public Service Commission if you need helping completing this form.		
1	<b>Job title</b>	
2	<b>Post number</b> Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	
3	<b>Level</b> Suggested by Ministry and determined by PSC	
4	<b>Ministry</b>	
5	<b>Department</b>	
6	<b>Location</b> Where the position is located	
7	<b>Purpose</b> "why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	
8	<b>Key Result Areas (KRAs)</b> refers to general areas of outcomes or outputs for which the post/role is responsible.	9 <b>Key Performance Indicators (KPIs)</b> refers to the quantifiable measurements that reflect the critical success of the KRAs.
8.1		9.1
8.2		9.2
8.3		9.3
8.4		9.4
10	<b>Duties and responsibilities</b> Simple statements starting with an action word; more important ones first; less than 10; cover main areas of work but not details you should find in Procedure Manuals. Areas to think of include policy/ research/ advice, preparing reports; external communication; administrative; legislative and what this particular job must achieve. For lower level jobs it will be more specific e.g. deliver, record, type, maintain.	
10.1		
10.2		
10.3		
10.4		
10.5		
10.6		
10.7		
11	<b>Reports directly to</b> Title of Post and Level only	12 <b>Directly supervises</b> Title of Posts and level if any
13	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)	14 <b>Occasional Internal Personal Contacts with...</b>
15	<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)	16 <b>Occasional External Personal Contacts with...</b>
17	<b>Impact of Decisions</b> (a) Think of the decisions this Post makes without help on a regular basis (weekly or monthly) to greatly reduce the risk of serious things happening. Name the more important thing(s) decided. (b) If the Post has a significant Financial Delegation to commit funds the amount should also be stated.	
18	<b>Special Conditions</b> e.g. if unusual work hours, equipment or	

**PSC FORM 2-1**

19	travel is required. <b>Reason for Seeking Approval</b> (e.g.; Routine Revision of Existing Job Description, New Post, Regrading. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)	
20	<b>CRITERIAS TO BE SELECTED FOR THIS POST</b> (Allow for some on -the-job training to bring outsiders up to standard and do not unnecessarily bias the Post to certain people. Remember education is only one indicator of capability to do the job.)	
20.1	<b>Qualification</b> the required qualification for the job e.g certificate, diploma, degree...	
20.2	<b>Special Business Education</b> refers to the field of study that would be preferable	
20.3	<b>Experience</b> e.g. number of years or level of experience in filing/keyboard work or driving; or, e.g. low or high level achievements in leadership, communicating, advising, managing resources, writing reports, advising clients, doing similar type of work etc	
20.4	<b>Management/Supervisory Skills</b>	
20.5	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	
20.6	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker.....	
20.7	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	
20.8	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	
20.9	<b>Language</b> "English , French and Bislama" is usual.	
21	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
21.1	<b>Prepared in the Ministry by ...</b>	<b>Sign</b> _____ <b>Name</b> _____ <b>Date</b> / /
21.2	<b>Certified by or for the DG</b> that the Post fits with any Corporate Plan, and is required.	<b>Sign</b> _____ <b>Name</b> _____ <b>Date</b> / /
21.3	<b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	<b>Sign</b> _____ <b>Name</b> _____ <b>Date</b> / /
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>  <b>Decision:</b> Approved or Deferred or Amended <b>Date of Decision:</b> ..... (Circle the appropriate Decision)	
	Name _____	Sign _____ Date / /2005

## PUBLIC SERVICE JOB APPLICATION FORM

*A separate application must be submitted for each job you apply for.*

**1. DETAILS OF JOB VACANCY:**

JOB TITLE: \_\_\_\_\_ POST NO: \_\_\_\_\_

MINISTRY: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

**2. PERSONAL DETAILS:**

NAME: \_\_\_\_\_

ANY OTHER NAME YOU ARE KNOWN AS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ (Attach certified copy of birth certificate)

MALE: \_\_\_\_\_ FEMALE: \_\_\_\_\_ NATIONALITY: \_\_\_\_\_

**3. EDUCATION AND TRAINING:**

*(List RELEVANT educational or training organizations you have attended and include any short courses in chronological order starting with the latest. Attach certified copies of educational qualifications or any training certificates that you have.)*

NAME OF ORGANISATION	FROM	TO	QUALIFICATION GAINED

**4. LANGUAGE ABILITY:** *(Please tick the appropriate box. DO NOT attach any certificates).*

LANGUAGES	WRITTEN			SPOKEN		
	Good	Basic	None	Good	Basic	None
English						
French						
Bislama						

**5. PREVIOUS EMPLOYMENT:**

*(Please list recent, relevant previous employment in chronological order starting with your latest job. Attach a separate piece of paper if more space is required. Please also attach your resume or CV if you have one and any work or personal references you want us to see).*

Organisation	Position	From	To	Reason for leaving

**6. SUPPORTING STATEMENT:** Please attach a written statement of up to 3 pages stating how you satisfy the selection criteria specified in the job description/advertisement.

*Wherever possible you should relate this statement to the duties, responsibilities and qualifications required for the position, so please be as specific as possible in describing how your experience and qualifications make you suitable for the job. You must show the Selection Committee how you are specifically suited to the job and the best applicant. If you do not provide this statement, your application may not be considered by the Selection Committee.*

**7. REFEREES:** Please provide the names and phone numbers of two relevant work referees: *(e.g. recent work supervisor or manager):*

1. Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

**8. CRIMINAL RECORDS CHECK:** Do you have a criminal record; any criminal convictions; or any current legal proceedings against you?: **NO YES** *(please CIRCLE answer). If yes, please provide details on a separate piece of paper in a sealed envelope and attach it to this form. This information will be kept confidential and only be seen by the Selection Committee.*

**9. CERTIFICATION AND AUTHORISATION:** I hereby certify that the information given in my job application is true and correct. I also acknowledge that if I am appointed on the basis of any false information that I provide, my appointment will be revoked by the Public Service Commission. I also authorise the Selection Committee for the job or the relevant Ministry to undertake any necessary checks to confirm the information provided by me.

**10. SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**INDIVIDUAL APPLICANT ASSESSMENT FORM**

*This form is to be filled out by the Selection Committee for the purpose of short-listing and any further assessment. A completed form is to be attached to each separate job application.*

**JOB TITLE:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_ **POST No:** \_\_\_\_\_

**MINISTRY:** \_\_\_\_\_ **DEPT:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_

**SECTION 1: ASSESSMENT OF APPLICANT AGAINST SELECTION CRITERIA**  
*(In each row, write down one of the selection criteria. Generally there should be no more than six)*

1.											Score
Poor	fair		good		excellent		outstanding				
0	1	2	3	4	5	6	7	8	9	10	
2.											Score
Poor	fair		good		excellent		outstanding				
0	1	2	3	4	5	6	7	8	9	10	
3.											Score
Poor	fair		good		excellent		outstanding				
0	1	2	3	4	5	6	7	8	9	10	
4.											Score
Poor	fair		good		excellent		outstanding				
0	1	2	3	4	5	6	7	8	9	10	
5.											Score
Poor	fair		good		excellent		outstanding				
0	1	2	3	4	5	6	7	8	9	10	
6.											Score
Poor	fair		good		excellent		outstanding				
0	1	2	3	4	5	6	7	8	9	10	

**TOTAL SCORE:**

**SECTION 2: GENERAL COMMENTS ON THE APPLICANT**

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**SECTION 3: SELECTION METHOD USED TO ASSESS APPLICANT**

*Tick the box of the methods used to assess the applicant. You do not have to use all the methods, but only those the Selection Committee considers suitable for the nature of the job vacancy.*

**Written application**
 **Resume**
 **Work samples**  
 **Interviews**
 **Practical test**
 **Referee checks**  
 **Other (Please describe)** \_\_\_\_\_

**SECTION 4: To be short-listed for further consideration?:** YES  NO

**SECTION 5: Further consideration through referee reports?:** YES  NO   
*(Generally Referee Reports would only be obtained on those applicants considered for appointment to the position)*

**SECTION 6: Selection Committee authorisation:**

**Representative:** **Name** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_  
**(Chair Person)**

**OPSC OR**  
**Nominee:** \_\_\_\_\_  
**(Convenor)**

**Independent**  
*(Other Department or Organisation):* \_\_\_\_\_





**PERMANENT APPOINTMENT REPORT**

**NOTE:** This form is to be used in accordance with sections 23 and 25 of the *Public Service Act* and section 2.6.1 of Chapter 2 and section 2.9 of Chapter 3 of this Manual for the permanent appointment of a staff member who has been acting in a higher post for at least 6 months. **A copy of the job description for the acting post and a financial visa is to be attached to this form.**

The information in this form shall be used by the Commission to assist in satisfying itself that merit and equity criteria have been satisfied.

Staff Members Name: \_\_\_\_\_

Staff Members Substantive Position: \_\_\_\_\_ Post No: \_\_\_\_\_ Grade: \_\_\_\_\_

Staff Members Acting Position: \_\_\_\_\_ Post No: \_\_\_\_\_ Grade: \_\_\_\_\_

Employment Status: Officer/Daily Rated Worker/Temporary Salaried Employee  
(Please circle relevant status)

Period the staff member has been Acting in the Position - FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Does the staff member have the Required Qualifications (as per the job description)  
\_\_\_\_\_

What languages, other than Bislama, does the staff member speak: \_\_\_\_\_

What is the staff members Island of Origin: \_\_\_\_\_

Is the staff member Male or Female: \_\_\_\_\_

Why was the staff member selected to Act in the Post: *Please attach report setting out reasons.*

How has the staff member performed during their time in the Acting Position: *Please attach a report on the officer's performance during the acting period.*

In your opinion, is the staff member sufficiently experienced to occupy the position on a permanent basis: \_\_\_\_\_

Are there any other staff within the Ministry below the level of the grade of the acting post who would be capable of performing the duties of the position: \_\_\_\_\_

I recommend the staff member be appointed to the Position on a permanent basis

\_\_\_\_\_  
Signature of Director Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Director-General Date: \_\_\_\_\_

\_\_\_\_\_

Public Service Commission Decision:

Approved/Not Approved at PSC Meeting No: \_\_\_\_\_ Held on: \_\_\_\_\_

Date Director-General Advised of Decision: \_\_\_\_\_

Date Letter of Appointment issued to staff member (if approved by Commission):  
\_\_\_\_\_

# REQUEST TO EMPLOY A TEMPORARY SALARIED EMPLOYEE, A DAILY RATED WORKER OR A CONTRACT EMPLOYEE

NAME OF PROPOSED EMPLOYEE: \_\_\_\_\_  
(Person is to complete a Job Application (PSC Form 3-2), which is to be attached)

IS THE PERSON TO BE EMPLOYED IN AN ESTABLISHED POST: YES  NO

IF YES, PLEASE PROVIDE THE FOLLOWING DETAILS:

POST TITLE: \_\_\_\_\_  
\_\_\_\_\_

POST NO: \_\_\_\_\_ POST LEVEL: \_\_\_\_\_  
(Please attach a copy of the approved job description form)

IF NOT AN ESTABLISHED POST, PLEASE PREPARE DRAFT JOB DESCRIPTION AND ATTACH TO THIS REQUEST FORM

REASONS WHY IT IS NECESSARY TO EMPLOY THIS ADDITIONAL STAFF MEMBER:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOW WAS THE PROPOSED EMPLOYEE SELECTED?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IS THE PERSON TO BE EMPLOYED AS A (Place a cross in the appropriate box)

TEMPORARY SALARIED EMPLOYEE  (generally applicable where there is an established position and a person is required to cover the absence of an officer on leave or to fill a temporary vacancy pending recruitment action – maximum period of employment is 6 months-an approved financial visa is to be attached to this Request Form)

DAILY RATED WORKER  (Applicable where there is no established position and the work to be performed by reason of its temporary, fluctuating or special nature does not warrant the employment of a permanent officer – maximum period of employment is 3 years – an approved financial visa is to be attached to this Request Form for proposed periods of employment in excess of 6 months)

CONTRACT EMPLOYEE  (Applicable where it is necessary to employ short term specialist services; generally where there is no established position and where it is inappropriate for a person to be employed on a permanent basis – maximum period of employment is 6 months-an approved financial visa is to be attached to this Request Form.)

Note: If it is proposed to employ the person as a contract employee, please complete an Agreement of Service which is to be duly signed by the Director-General and the contractor and attach to this Request Form.

PROPOSED PERIOD OF EMPLOYMENT: FROM \_\_\_\_\_ TO \_\_\_\_\_

NOTE: EMPLOYEE MUST NOT COMMENCE DUTY PRIOR TO OBTAINING THE APPROVAL OF THE OPSC

PROPOSED SALARY LEVEL: VT \_\_\_\_\_ )

## CERTIFICATION

I hereby certify that:

- (1) The employment of this person is essential for the Department to maintain an adequate level of service delivery to our clients;
- (2) Funds are available to cover the cost of salary for the full period of the proposed period of employment; and

## DIRECTOR

Name of Director: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Department: \_\_\_\_\_

Date: \_\_\_\_\_

## DIRECTOR-GENERAL

I support the Director's request.

Name of Director-General: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Ministry: \_\_\_\_\_

Date: \_\_\_\_\_

## TO BE COMPLETED BY THE SECRETARY, OPSC

Approved: Yes  No  (Place a cross in the appropriate box)

## SECRETARY

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OPSC OFFICE USE ONLY

Ministry advised of decision on: \_\_\_\_\_

Temporary Salaried Employee or Daily Rated Worker Job Offer Letter issued and a copy forwarded to the Ministry on: \_\_\_\_\_

OR

Signed Agreement of Service (for contract employee) forwarded to Ministry on: \_\_\_\_\_

### 3-MONTH PROBATIONARY EMPLOYEE PERFORMANCE APPRAISAL FORM

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Appraisee name: \_\_\_\_\_ Position title: \_\_\_\_\_ Min/. \_\_\_\_\_

VNPF. \_\_\_\_\_

For Probation period from: \_\_\_/\_\_\_/\_\_\_ to: \_\_\_/\_\_\_/\_\_\_ Appraiser's name: \_\_\_\_\_

Appraiser's Position title: \_\_\_\_\_

**MAJOR OBJECTIVE OF EMPLOYEE PERFORMANCE APPRAISAL :**

- Provide a frank and honest assessment of the employee's contribution and achievements over the past six months.
- The evaluation should focus on the employee's ability to perform the job duties listed in the job description.

**THIS FORM IS DIVIDED INTO THREE SECTIONS:**

**SECTION 1: Assessment of job Duties listed in the Job Description**

**SECTION 2: Assessment of Employee Attributes**

**SECTION 3: Overall Rating**

Indicate the Evaluation of the Employee's Job Performance by using the following scale:

**A = Satisfactory**

**B = Needs Improvement**

**C = Unacceptable**

**THIS REPORT IS MADE OUT FOR:**

**PROBATION**

**ACTING**

**SECTION 1: ASSESSMENT OF JOB DUTIES**

Job Duty Objectives (refer to KRA of Job Description)	Comments on progress report (progress on the job duties)	Rating A. Satisfactory, B. Needs Improvement C Unacceptable
1		
2		
3		
4		
5		

*Appraisee Comments*

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.....

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*Appraiser Comments*

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**SECTION 2. Appraisal of Employee Attributes**

PSC FORM 10-1

<b>Conduct &amp; Behaviour</b>	<b>Performance Indicators</b>	<b>Rating</b> <b>A. Satisfactory</b> <b>B. Needs Improvement</b> <b>C. Unacceptable</b>
<b>Knowledge of the Job</b>	The extent to which the employee knows and demonstrates how and why to do all phases of assigned work, given the employee's length of time in his/her current position	
<b>Quantity of Work</b>	The extent to which the employee accomplishes assigned work of a specified quality within a specified time period	
<b>Quality of Work</b>	The extent to which the employee's work is well executed, thorough, effective and accurate	
<b>Relationship with Supervisor</b>	The manner in which the employee responds to supervisory directions and comments. The extent to which the employee seeks counsel from supervisor on ways to improve performance and follows same	
<b>Cooperation with Others</b>	The extent to which the employee gets along with other individuals. Consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, subordinates supervisors, and customers	
<b>Attendance and Reliability</b>	The extent to which employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent	
<b>Initiative and Creativity</b>	The extent to which the employee is self- directed, resourceful and creative in meeting job objectives; consider how well the employee follows through on assignments and modifies or develops new ideas, methods, or procedures to effectively meet changing circumstances	
<b>Capacity to Develop</b>	The extent to which the employee demonstrates the ability to learn and willingness to accept new/more complex duties/responsibilities	

Rating section C-i			
1. Work performance			
Total (A)	_____	Multiply by 4	= _____
Total (B)	_____	Multiply by 2	= _____
Total (C)	_____	Multiply by 0	= _____
Grand Total (X)	_____	Grand Total (Y)	_____

Rating section C-ii			
2. Attributes			
Total (A)	_____	Multiply by 4	= _____
Total (B)	_____	Multiply by 2	= _____
Total (C)	_____	Multiply by 0	= _____
Grand Total (X)	_____	Grand Total(Y)	_____

**SECTION 3. Overall Rating of Performance during the Probationary Period**

	Section C-i	Section C-ii	Grand Total	Overall Rating (Grand total Y / by grand total X)
Total X				
Total Y				

Grades	Description	Actions
3.5 – 4.0	Satisfactory	Recommend for Permanent Position
2.0-3.4	Need Improvement	Not fully meet Job Requirements
0	Unacceptable	Terminate Employment Contract

**Summarise Employee's Performance and Progress over the period**

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**Is the employee's Permanent Appointment to be confirmed?**

**YES / NO**

**Employee' signature:**

**Date: ...../...../.....**

**Line Manager' signature:**

**Date: ...../...../.....**

**Director General's Comments and Signature:**

**Date: ...../...../.....**