

Faculty of Mathematics and Natural Sciences, Universitas Indonesia

Sample of Academic and Support Staff Appraisal Form

There are two government regulations adopted to do performance appraisal system for academic and support staff in Universitas Indonesia, namely Government Regulation No. 46/2011 and Regulation of Ministry of Education No. 47/2009. Performance Appraisal System (PAS) of civil servants assesses employees actively which involved in determining the plan of PAS within a year. An effective PAS may not only eliminate behavior and work-quality problems, it can also motivate an employee to contribute more for the institution with some reasons:

- Appraisal process is designed for future goal in reality of past performance,
- It improves communication between employee and the manager or head of division,
- Sets clear goals for the coming year,
- Provide career paths,
- Evaluate performance – year gone by,
- Get learnings from what worked and what did not for our employee as well as or the faculty,
- Encourage good work environment,
- Improves productivity,
- Removes biasness if any.

The process of evaluation happens twice a year though the process is same for mid as well as for year-end. The evaluation of work achievement is a control tool to maintain the main duty of civil servant to be in line with the target set in strategic plan and mid term plan of the faculty. Firstly employees should complete a self-appraisal with discussion is conducted with the managers or the head of divisions to provide a more comprehensive review of each employee and help ensure consistency across the division/faculty, and in the end of the year, the PAS will be used as a standard or measurement of work performance evaluation that more objective, measured, accountable, participatory, and transparent. A form of PAS can be elaborated from the sample below. The technical guidance on how to fill the PAS is based on Government's Regulation No. 46/2011 and Regulation of the Head of National Civil Service Agency No. 1/2013.

PAS systematically combine employee work target evaluation (EWTE) and performance behavior evaluation. Assessment in EWTE covers aspects of quantity, quality, time, or cost. While the assessment of the work behaviour includes elements: Service Orientation, Integrity, Commitment, Discipline, Cooperation, and Leadership. In the PAS of civil servants in addition to paying attention to the main duties and functions, also assessment of additional tasks assigned to the individual civil servants. Instruments of PAS include: (1) Individual Performance Goals (PGs) performed by comparing work realizations with targets of quantity, quality, time and cost aspects, multiplied by the weight of activities; (2) Assessment of work behavior is done by observation according to predetermined criteria; (3) Performance appraisal is done by combining PG assessment with work behavior assessment. In APS, percentage of EWTE evaluation is 60 percent and work behavior is 40 percent.



**PERFORMANCE APPRAISAL SYSTEM
CIVIL SERVANT**

Period of Assessment

.....

Employee Name :
Employee ID Number :
Rank & Group :
Position :
Organization Unit :

**NATIONAL CIVIL SERVICE AGENCY OF INDONESIA
YEAR:.....**

**WORK TARGET EVALUATION FORM
CIVIL SERVANT**

NO	I. MANAGER / HEAD OF DIVISION		NO	II. EMPLOYEE		
1	Name	1	Name	
2	Employee ID Number	2	Employee ID Number	
3	Rank & Group	3	Rank & Group	
4	Position/Occupation	4	Position/Occupation	
5	Unit Organization	5	Unit Organization	
NO	III. ACTIVITY	POINT	TARGET			
			QUANTITY/OUTPUT	QUALITY/GRADE	DURATION	COST
1	Describe activity in giving lecture 1	-
2	Describe activity in giving lecture 2	-
3	Describe activity in giving lecture 3	-
4	Describe activity in research	-
5	Describe activity in community services	-
6	Additional duties 1	-
7	Additional duties 2	-
8	Supervisor for students' final work 1	-
9	Supervisor for students' final work 2	-
	Total Score				

Date:.....

Approved by Supervisor/Head of
Division/Dean

Employee Name:.....



**PERFORMANCE APPRAISAL SYSTEM
CIVIL SERVANT**

PERIOD OF ASSESSMENT:.....

1.	Employee		
	a.	N a m e	
	b.	Employee ID Number	
	c.	Rank & Group	
	d.	Position/Occupation	
	e.	Unit Organization	
2.	Manager/Head of Divison		
	a.	N a m e	
	b.	Employee ID Number	
	c.	Rank & Group	
	d.	Position/Occupation	
	e.	Unit Organization	
3.	Dean		
	a.	N a m e	
	b.	Employee ID Number	
	c.	Rank & Group	
	d.	Position/Occupation	
	e.	Unit Organization	
4.	Item of Evaluation		Total Score
	a.	Employee Work Target	
	b.	Work	1. Service Orientation
Behavior		2. Integrity	

	3. Commitment			
	4. Discipline			
	5. Cooperation			
	6. Leadership			
	Total Score			
	Average			
	Score of Work Behaviour			
Score of Work Achievement				
5. Comment on objection of employee (if any)				
				Date of Assessment:
6. Supervisor's Response to objection of employee				
				Date of Assessment:
7. Supervisor's Decision to objection of employee				
				Date of Assessment:
8. Recommendation from Supervisor/Head of Division				
Date:.....				
Approved by Supervisor/Head of Division/Dean				

Note:

Score for work achievement: 91 – 100 (Excellent), 76-90 (Very Good), 61-75 (Good), 51-60 (Fair), 0 - 50 (Poor).

