



SAINT CHRISTOPHER AND NEVIS

COMPTROLLER'S OFFICE Customs & Excise Department

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Ref. No:.....YEAR END REVIEW.....

9TH – 13TH JANUARY 2012

RATINGS

- 1 EXCELLENT
- 2 GOOD
- 3 FAIR
- 4 SUBSTANDARD
- 5 CRITERIA NOT SATISFIED

HUMAN RESOURCES DIVISION MIDYEAR PERFORMANCE REPORT

OFFICER -

RANK -

JOB TITLE –

COMMUNICATION SKILLS

(Written, Verbal or interpersonal ability to deal with customers, supervisors, peers, and subordinates as needed to do job and resolve difficult situations.)

PLANNING & ORGANIZATION

(Demonstration ability to optimize time; meet deadlines; establish short and long term plans.)

INNOVATION & CREATIVITY

(Initiating workable ideas, techniques, solutions; willingness to change/try new approaches.)

QUALITY & QUANTITY OF WORK OUTPUT

(Quantity and /or quality of completed assignments or projects.)

KNOWLEDGE

(Of overall Customs activities, policies, procedures; your division's goals and strategies; of technology and expertise required for job and/or of a particularly area of specialty.)

PROBLEM SOLVING

(Ability to gather and analyze appropriate information. Exercise sound judgment and discretion while providing clear, well-considered solutions.)

ORGANISATIONAL RELATIONSHIPS

(Demonstrated ability through interaction within the department to function as a positive, contributing team member; ability to accept and incorporate feedback into job performance; consultative skills; ability to get work done through others who are not subordinates; presentation of well considered alternatives; exercise of decision making and judgement; effect of behaviour on fellow staff members.)

MANAGEMENT EFFECTIVENESS

AREAS OF CONCERN

COMMENTS *(Officer being evaluated)*

Rodney Harris
Comptroller of Customs

Georid Belle
Deputy Comptroller of Customs