

OPM Circular No 20/2016  
OFFICE OF THE PRIME MINISTER  
Auberge de Castille  
Valletta VLT 2000

19<sup>th</sup> July, 2016

Permanent Secretaries  
Directors General  
Directors

## **A new Performance Appraisal System for the Public Service**

As already announced in OPM Circular No 23/2015, and in support of the Public Service Renewal Programme, a new Performance Appraisal System is being launched as from 1<sup>st</sup> August, 2016.

The main objective of this new Performance Appraisal System is the holistic assessment of the individual as part of the overall Public Service Performance Management Programme. It is also a tool that is aimed at enhancing accountability, job satisfaction whilst giving visibility on training and development needs. This will not only create an environment of motivation with an eagerness for higher achievement but also help to identify and develop future leaders.

This system is intended for those employees who were eligible for the previous Performance Management System (PMP), according to PSMC 1.3.3.2. Other categories of employees will be incorporated onto this new system in due course.

The implementation of this new system, which will form part of a fully-integrated HR Management System for the entire Public Service, will be gradual, Ministry by Ministry, until all eligible employees are on the system. PAHRO will be communicating with the respective Directors of Corporate Services, or the person responsible for performing such functions within Ministries, with a view to conducting the Ministry's implementation strategy.

The period of appraisal for this year will commence from 1<sup>st</sup> August to 31<sup>st</sup> December, 2016. In 2017, and subsequent years to follow, the period of appraisal will commence on 1<sup>st</sup> January to 31<sup>st</sup> December.

The new Performance Appraisal System, which will be fully automated and web-based, will allow users to log into the system through their Active Directory Account, i.e. through their ums login and password, and consequently fill-in the details related to their appraisal directly into the system. Supervisors will then be required to award and record the mid-year and final reviews. At the end of the reviewing period, and upon agreement on the ratings and feedback given between the Next Level Supervisor, the Supervisor and the Appraisee, the process for that particular period will be concluded. The automated process will include a system of alerts to remind supervisors when mid-year and final review periods are due.

A help line on telephone number **2200 1051** and generic e-mail [performanceappraisal.opm@gov.mt](mailto:performanceappraisal.opm@gov.mt) have been set up within the HR Management Systems Directorate, PAHRO to assist any users, supervisors or next-level supervisors on any related queries which they might have.

The shared ownership of the new Performance Appraisal System augurs well for adding value to job performance, employee motivation and satisfaction thus rendering a high level quality service to both our internal and external customers. It is in this regard that your full co-operation and support for the smooth transition to a new IT based appraisal system is being sought.

Mario Cutajar  
Principal Permanent Secretary