

**Performance Agreement and performance evaluation
Evaluation period: B.E. ....**

**Section 1 Personal information**

**Title-name-surname of the subject** ......................................................................................... **Position** ….................................................................................................................

 **Affiliated department** ................................................................................................................ **Faculty/equivalent status** ..................................................................................

**🞏 University Staff Evaluation period** (1 Jul. ..... - 30 Jun. ....)

🞏 **Government official/employee Evaluation period**  ⃝First period (1 Jul. .... - 31 Dec. ....) ⃝ Second period (1 Jan. .... - 30 Jun. ....)

**Title-name-surname of the evaluator** **(immediate supervisor)** .............................................................................................................................................................................

**Section 2 Performance Agreement (PA)**

1.Responsibilities, work weight, metrics, targets, and evaluation criteria shall be agreed upon by the immediate supervisor and the subject in accordance with the subject’s job description, position, and capabilities, reminding the strategies, plans, or goals of the university, department, and/or organization.

2. The subject must fill out this form with their responsibilities, weighing, metrics, targets, and evaluation criteria. Then, the subject and their immediate supervisor must sign this form.

**2.1 Responsibilities and metrics of success**

|  |  |  |
| --- | --- | --- |
| **Responsibilities stated in PA** | **Percentage (weight)** | **Metrics of success (percentage)** |
| **Quantity** | **Quality** | **Time** | **Cost-effectiveness** | **Level of satisfaction** |
| 1.  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Responsibilities stated in PA** | **Percentage (weight)** | **Metrics of success (percentage)** |
| **Quantity** | **Quality** | **Time** | **Cost-effectiveness** | **Level of satisfaction** |
| 2.  |  |  |  |  |  |  |
| 3.  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |
| **Total weight of responsibilities** | **100** |  |  |  |  |  |

**2.2 Performance evaluation criteria:** Describe the scoring criteria for each responsibility stated in the PA, including metrics and targets.

|  |  |
| --- | --- |
| **Details of metrics of success** | **Evaluation criteria** |
| **Significantlyabove target****A (9-10 points)** | **On target****B (7-8 points)** | **Near target****C (5-6 points)** | **Below target****D (3-4 points)** | **Significantlybelow target****E (0-2 points)** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |

Signed ....................................................... Evaluator (immediate supervisor)

 ( )

Position ....................................................

Date .................../.................../...................

Signed ....................................................... Subject

 ( )

Position ....................................................

Date .................../.................../...................

**Section 3 Performance evaluation:**

**3.1 Performance evaluation:** The immediate supervisor shall provide Performance scores in accordance with the PA, then submit them to the performance evaluation committee for review.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(1)****Responsibilities stated in PA** | **(2)****Percentage (weight)** | **(3)****Evaluation results: immediate supervisor*****(Please specify score: 0-10)*** | **(4)****Evaluation results:performance evaluation committee*****(Please specify score: 0-10)*** | **(4) X (2)****Obtained score** **(the committee’s evaluation X weight)** |
| 1.  |  |  |  |  |
| 2.  |  |  |  |  |
| 3.  |  |  |  |  |
| 4.  |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| **Total Performance evaluation score** |  |
| **Performance evaluation score, proportioned to 80%**  |  |

\* Performance score calculator

1. Multiply the performance evaluation committee’s score for each item by its corresponding weight: (4) X (2).

2. Combine all the multiplied evaluation scores for all items.

3. Proportion the evaluation scores to the designated percentage.

**3.2 Core Competency evaluation:** The performance evaluation committee shall evaluate the Competencies according to the corresponding department’s preferred format, then specify the obtained score in order to calculate the Core Competency evaluation score.

| **Core Competency** | **Total score** | **Obtained score** | **Obtained score X Total score** |
| --- | --- | --- | --- |
| 1. **Mastery:** having mindfulness, control over one’s mind and thoughts, and a strong passion for continuous learning and self-development, in order to gain deep, real, and profound knowledge in one’s field of work  | 10 |  |  |
| 2. **Altruism:** helping others without being asked, and being willing to sacrifice one’s time for the benefit of all, in order for a job to be successful | 10 |  |  |
| 3. **Harmony:** listening to, respecting, and appreciating others; being able to collaborate with a diverse group of people; contributing ideas, making plans, and working together to achieve a common goal | 10 |  |  |
| 4. **Integrity:** being trustworthy and truthful; carrying out tasks with righteousness, fairness, and professional ethics in mind | 10 |  |  |
| 5. **Determination:** carrying out assignments to the best of one’s ability; persevering in order to achieve an objective, despite challenges, obstacles, and hardship | 10 |  |  |
| 6. **Originality:** expressing one’s opinions, taking initiatives, improving, and developing work methods or processes in order to exceed standards, resulting in new inventions or innovations | 10 |  |  |
| 7. **Leadership:** bringing about a great change; being able to communicate, influence, and persuade others in order to win their trust and support to realize a change | 10 |  |  |
| **Total Core Competency evaluation score** **(M+A+H+I+D+O+L)** |  |
| **Core Competency evaluation score, proportioned to 20%****(Obtained score ÷ 700) X 20** |  |

**3.3 Functional Competency evaluation and/or Managerial Competency evaluation:** The performance evaluation committee shall evaluate the Competencies according to the corresponding department’s preferred format, then specify the obtained score in order to calculate the Functional/Managerial Competency evaluation score.

| **Functional Competency** | **Total score** | **Obtained score** |
| --- | --- | --- |
| FC01  | 100 |  |
| FC02  | 100 |  |
| FC03 | 100 |  |
| FC04 | 100 |  |
| **Functional Competency evaluation result****(FC01+FC02+FC03+FC04)** | **400** |  |

| **Managerial Competency** | **Total score** | **Obtained score** |
| --- | --- | --- |
| MC01 Visioning | 100 |  |
| MC02 Leadership | 100 |  |
| MC03 Change Management | 100 |  |
| MC04 Strategic Thinking | 100 |  |
| MC05 Self-Control  | 100 |  |
| MC06 Empowering Others  | 100 |  |
| MC07 Conceptual Thinking  | 100 |  |
| MC08 Caring & Developing Others | 100 |  |
| MC09 Proactiveness | 100 |  |
| MC10 Communication & Influencing | 100 |  |
| **Managerial Competency evaluation result****(MC01+MC02+MC03+MC04+MC05+MC06+MC07+MC08+MC09+MC10)** | **1000** |  |

**Section 4 Performance evaluation results summary:**  Calculate the final score by combining the Performance evaluation score (3.1) and the Core Competency evaluation score (3.2) then use it to summarize a performance evaluation result.

|  |  |  |  |
| --- | --- | --- | --- |
| **Elements of evaluation** | **Work weight (percentage)** | **Obtained score (points)** | **Performance evaluation result level** |
| Performance | 80 |  | 🞏 Excellent 90.00 - 100.00 points🞏 Great 80.00 - 89.99 points🞏 Good 70.00 - 79.99 points🞏 Average 60.00 - 69.99 points🞏 Needs improvement Below 60.00 points |
| Core Competency | 20 |  |
| **Total (Performance + Core Competency)** | **100** |  |

**Section 5 Comments and feedback from the performance evaluation committee:** The performance evaluation committee shall provide comments and feedback to the subject in order for them to improve.

**Comments and feedback for improvements**

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Signed ....................................................................... President Signed ..................................................................... Committee member

( ) ( )

Date ................./ ................./................... Date ................./ ................./...................

Signed ....................................................................... Committee member Signed ..................................................................... Committee member

( ) ( )

Date ................./ ................./................... Date ................./ ................./...................