



JOURNAL OF LAWS OF THE REPUBLIC OF POLAND

Warsaw, 8 April 2016

Item 470

REGULATION OF THE PRIME MINISTER OF THE REPUBLIC OF POLAND

of 4 April 2016

on the terms and procedure of periodical evaluations of civil servants and civil service employees

On the basis of Art. 82 of 21 November 2008 on Civil Service (Journal of Laws of 2014, item 1111 and 1199 of 2015, item 211, 1220 and 1269 and of 2016, item 34), the following shall be hereby ordered:

§ 1. The Regulation sets forth the terms and procedure of the periodical evaluations of a civil servant and a civil service employee, hereinafter referred to as “evaluated person”, including evaluation criteria, templates of periodical evaluation sheets, grading scale, and a procedure of periodical evaluation.

§ 2. 1. A periodical evaluation, hereinafter referred to as “evaluation”, shall be made by an immediate superior of the evaluated person, by way of applying the evaluation criteria corresponding to the post held by the evaluated person.

2. The evaluation criteria shall be divided into mandatory criteria and additional criteria, which the evaluating person may select if justified due to the nature of obligations arising from the job description for the post held by the evaluated person.

3. The list of criteria is stipulated in Appendix no. 1 hereto.

§ 3. 1. The evaluation shall be conducted in the evaluation sheet, hereinafter referred to as “sheet”, corresponding to the post held by the evaluated person.

2. Sheet A, the template of which is defined in Appendix 2 hereto, shall be used to prepare evaluation of a person employed as Head of Office, which constitutes a post in the civil service

3. Sheet B, the template of which is defined in Appendix 3 hereto, shall be used to prepare evaluation of the person employed on a position which involves direct management of employees, other than the posts referred to in Paragraph 2

4. Sheet C, the template of which is defined in Appendix 4 hereto, shall be used to prepare evaluation of the person employed on a post other than those indicated in Paragraphs 2 and 3.

§ 4. 1. An evaluated person employed on a position referred to in § 3 Paragraph 2, shall be evaluated on the basis of the following mandatory criteria:

- 1) human resources management;
- 2) decision-making and responsibility;
- 3) work organisation and attitude focused on achieving goals;
- 4) co-operation;

5) communication

6) strategic management

2. An evaluated person employed on a position referred to in § 3 Paragraph 3, shall be evaluated on the basis of the following mandatory criteria:

- 1) human resources management;
- 2) decision-making and responsibility;
- 3) work organisation and attitude focused on achieving goals;
- 4) co-operation;
- 5) communication.

3. An evaluated person employed on a position referred to in § 3 Paragraph 4 shall be assessed on the basis of the following mandatory criteria:

- 1) use of knowledge and professional development;
- 2) reliability;
- 3) work organisation and attitude focused on achieving goals;
- 4) co-operation;
- 5) communication.

§ 5. 1. The evaluating person shall conduct an interview with the evaluated person, discussing the following issues:

- 1) main obligations arising from the job description for the post held by the evaluated person;
- 2) mandatory and additional criteria, if selected by the evaluating person;
- 3) expectations of the evaluating person as to the method of complying with the evaluation criteria by the evaluated person;
- 4) goals to be achieved within the period in which the evaluated person is subject to evaluation, if determination of the said goals is justified due to the nature of obligations arising from the job description for the post held by the evaluated person, and the method of implementation of the goals set.

2. From the list of evaluation criteria, the evaluating person may select no more than 3 additional criteria that are the most significant due to the nature of the job description for the post held by the evaluated person.

3. Following the interview referred to in Paragraph 1, the evaluating person shall enter additional criteria, if selected, into Part I of the sheet, along with a time frame for preparation of the evaluation in writing.

§ 6. 1. The evaluating person shall notify the evaluated person of the evaluation criteria and the time frame for preparation of the evaluation in writing

2. The evaluated person confirms by signature that the interview referred to in § 5 Paragraph 1, has taken place and that they have been notified of the evaluation criteria and the time frame for preparation of the evaluation in writing.

3. Following the activities referred to in Paragraph 2, the original copy of the sheet shall be immediately incorporated into personal files of the evaluated person, and a copy of Part I of the sheet shall be delivered by the evaluating person to the evaluated person.

§ 7. The activities referred to in § 5 and § 6 shall be performed within:

- 1) 30 days from the date of preparing the previous evaluation in writing or the date of employing the evaluated person for an indefinite period of time;
- 2) 7 days from the date of preparing a negative evaluation in writing.

§ 8. If the time frame for evaluation has been changed in the cases referred to in Art. 81.8 of the Act of 21 November 2008 on Civil Service, the evaluating person shall immediately notify the evaluated person in writing of the new time frame for preparation of the evaluation in writing. A copy of the document shall be attached to the sheet.

§ 9. 1. If, within 6 months from the date of establishing the criteria for evaluation conducted for the first time or from the date of preparation of the last evaluation, the post held by the evaluated person changes implying a significant alteration in the scope of their obligations, the activities referred to in § 5 and § 6 shall be performed once again within 30 days from the date of changing the post; the time frame for the preparation of evaluation shall remain the same.

2. In the case referred to in Art. 81.6 of the Act of 21 November 2008 on Civil Service, evaluation shall be conducted no sooner than within 7 days prior to the change of the work position implying a significant alteration in the scope of obligations, or no later than within 30 days from the said change.

3. If the work position of the evaluating person is changed within the period in which the evaluated person is subject to evaluation, the evaluation shall be conducted on the basis of the criteria selected before.

§ 10. Prior to carrying out the evaluation in writing, the evaluating person shall conduct an evaluation interview with the evaluated person, discussing the following issues:

- 1) main obligations carried out by the evaluated person within the period in which the evaluated person was subject to evaluation, and the procedure of their implementation, taking into account fulfilment of the evaluation criteria by the evaluated person;
- 2) method of implementation of the goals to be achieved, if such goals have been determined, by the evaluated person within the period in which the evaluated person was subject to evaluation;
- 3) directions for future professional development and needs of the evaluated person for improvement of qualifications and skills.

§ 11. Evaluation in writing shall involve:

- 1) award of partial evaluations corresponding to the level of fulfilment by the evaluated person of all mandatory and additional criteria, if selected, in the course of performance of the obligations by the evaluated person arising from the job description for the post held by the evaluated person, in accordance with the following grading scale:
 - a) significantly below expectations – 1 point,
 - b) below expectations – 3 points,
 - c) as expected – 5 points,
 - d) above expectations – 7 points,
 - e) significantly above expectations – 9 points;

establishment of a general level of fulfilment of evaluation criteria – by way of calculating the arithmetic mean of partial evaluations – in accordance with the following grading scale:

- a) significantly below expectations – from 1 point to 2 points,
 - b) below expectations – above 2 points to 4 points,
 - c) as expected – above 4 points to 6 points,
 - d) above expectations – above 6 points to 8 points,
 - e) significantly above expectations – above 8 points to 9 points;
- 3) award of positive evaluation – if the general level of fulfilment of the evaluation criteria has been determined as significantly above expectations, above expectations or as expected, provided that the evaluated person did not obtain any partial evaluation at the level of significantly above expectations;
 - 4) award of negative evaluation – if the general level of fulfilment of the evaluation criteria has been determined as below expectations or significantly below expectations, and also if the evaluated person obtained at least one partial evaluation at the level of significantly below expectations;
 - 5) entering conclusions related to an individual professional development programme of the evaluated person into the sheet.

2. The evaluating person, while conducting the evaluation in writing, shall take into account the conclusions of the evaluation interview.

3. The evaluating person shall draw up a substantiation for the evaluation awarded in the case of negative evaluation.

4. The evaluating person may draw up a substantiation of the evaluation awarded in the case of positive evaluation.

5. If a positive evaluation has been awarded to the evaluated person being a civil service official, the evaluating person

may draw up a substantiated application for subsequent official rank by filling up Part III of sheet.

§ 12. 1. The evaluating person shall immediately notify the evaluated person of the evaluation drawn up in writing.

2. Following the activities referred to in Paragraph 1, the original copy of the sheet shall be immediately incorporated into personal files of the evaluated person, and a copy of the sheet shall be delivered by the evaluating person to the evaluated person.

§ 13. The current provisions shall be applicable with regard to the evaluation conducted for an evaluated person who had been notified of the evaluation criteria and the date on which the evaluation should be conducted in writing prior to the date of entry into force of the Regulation.

§ 14. The Regulation shall enter into force 14 days after the date of publication ⁽¹⁾.

Prime Minister of the Republic of Poland: *B. Szydło*

Appendix 1

LIST OF EVALUATION
CRITERIA

| CRITERION | DESCRIPTION |
|---|--|
| 1. COMMUNICATION | <ul style="list-style-type: none"> – Focusing on utterance of the interlocutor and care for mutual understanding. – Speaking in a clear and precise manner corresponding to the situation and interlocutor (selection of style, language and content) – Making written utterances adjusted to the situation and recipient (selection of style, language and content) in a clear and precise manner. – Presentation of convincing arguments corresponding to the situation. |
| 2. CREATIVITY | <ul style="list-style-type: none"> – Offering or creating new solutions. – Non-schematic approach to tasks. |
| 3. NEGOTIATION | <ul style="list-style-type: none"> – Preparing for negotiations, in particular development of a draft position, scope of possible trade-offs and argumentation. – Application of negotiation techniques and strategies. – Achievement of the negotiation effect accepted by superiors. |
| 4. WORK ORGANISATION AND ATTITUDE FOCUSED ON ACHIEVING GOALS: | <ul style="list-style-type: none"> – Specification of the method of implementation of tasks/goals. – Implementation of tasks/goals in accordance with their importance and urgency (setting operational priorities). – Selection of necessary resources enabling the implementation of tasks/goals. – Adjustment to changing circumstances. – Persistence and commitment in implementation of tasks/goals. |

| | |
|--|--|
| 5. CUSTOMER- /PETITIONER- ORIENTED APPROACH | <ul style="list-style-type: none"> – Tactful behaviour that shows respect and understanding for another person. – Responding to the needs of customer/petitioner, in particular recognition of their needs and offering solutions. |
| 6. DECISION- MAKING AND RESPONSIBILITY | <ul style="list-style-type: none"> – Development of alternative solutions on the basis of information analysis, in particular possible risk. – Decision-making (decisiveness) – Assuming responsibility for the effects of the decisions made. |
| 7. HANDLING CRITICAL SITUATIONS | <ul style="list-style-type: none"> – Recognising critical situations and informing the interested persons. – Undertaking activities aimed at solving the situation. – Drawing conclusions from critical situations. |
| 8. RELIABILITY | <ul style="list-style-type: none"> – Implementation of tasks in accordance with the applicable standards (provisions, rules, procedures) and care for the quality of results. – Meeting the obligations (implementation of tasks) within the indicated period. |
| 9. ANALYTICAL THINKING | <ul style="list-style-type: none"> – Differentiation between significant and insignificant information. – Recognition of correlation between information. – Forming conclusions. |
| 10. USE OF KNOWLEDGE AND PROFESSIONAL DEVELOPMENT | <ul style="list-style-type: none"> – Use of knowledge during implementation of the tasks on the post held. – Improvement of knowledge and skills necessary for the implementation of tasks on the work position held, in particular seeking and acquiring knowledge, making use of best practices and experience of other people. – Use of available information sources, solutions and technologies. |

| | |
|--------------------------|--|
| 11. CO-OPERATION | <ul style="list-style-type: none"> - Involvement in activities implemented jointly with other people, if possible. - Care for flow of information. - Care for good co-operation atmosphere and openness. - Recognition of input of other people. - Taking into account the opinions of other people. - Sharing knowledge and experience. |
| 12. PUBLIC SPEECHES | <ul style="list-style-type: none"> - Use of various communication media (e.g. multimedia tools) and care for the method of presentation (including self-presentation). - Establishment and maintenance of contacts with the audience. - Speech time management, in particular observance of the time frames, elastic response to the needs of the audience. - Dealing with stress and emotions, particularly if caused by criticism and difficult questions. |
| 13. HR MANAGEMENT | <ul style="list-style-type: none"> - Assigning the scope, tasks and authorisations to the employees (task delegation). - Surveillance of the implementation of tasks and undertaking corrective or preventive actions, if needed. - Motivating the employees. - Providing the employees with feedback based on the evaluation of their commitment and method of task implementation. - Conflict resolution - Supporting employees in professional development, in particular identification of development needs, offering development activities and monitoring their implementation. |
| 14. STRATEGIC MANAGEMENT | <ul style="list-style-type: none"> - Creating a vision and setting strategic goals based on comprehensive and long-term perception of the organisation, surrounding and development strategies. - Forming operational objectives on the basis of strategic goals. - Risk analysis of the scheduled activities of strategic nature. |

TEMPLATE

SHEET A

PERIODICAL EVALUATION OF A CIVIL SERVANT AND A CIVIL SERVICE EMPLOYEE¹⁾

PART I

| | |
|---------------|--|
| OFFICE | |
|---------------|--|

DATA OF EVALUATED PERSON

| | |
|----------------------|--|
| First name | |
| Last name | |
| Work position | |

EVALUATING PERSON DATA

| | |
|----------------------|--|
| First name | |
| Last name | |
| Work position | |

EVALUATION CRITERIA AND TIME LIMIT FOR THE PREPARATION OF EVALUATION

| Mandatory criteria | Additional criteria selected by the evaluating person (no more than 3) ²⁾ | |
|---|---|--|
| HR management | | |
| Decision-making and responsibility | | |
| Work organisation and attitude focused on achieving goals | | |
| Co-operation | EVALUATION TIME LIMIT | |
| Communication | | |
| Strategic management | <i>(dd/mm/yyyy)</i> | |

We hereby confirm that:

- *the interview referred to in § 5.1 of the Regulation of the Prime Minister of the Republic of Poland on terms and procedure of performing periodical evaluations of civil servants and civil service employees (Journal of Laws, item 470) of 4 April 2016, has taken place and all required issues have been discussed in it³⁾,*
- *the evaluated person has been notified of the evaluation criteria and the time limit for the preparation of evaluation.*

| | | |
|-------------------|----------------------------|---|
| location | date (dd/mm/yyyy) | signature of the evaluating person |
| | | |
| location | date (dd/mm/yyyy) | signature of the evaluated person |

¹⁾ The template shall be used to prepare evaluation of a person employed as Head of Office, which constitutes a post in the civil service.

Write names of the selected criteria using Appendix no. 1 to the Regulation of the Prime Minister of the Republic of Poland on terms and procedure of preparing periodical evaluations of Civil Service corps members of 23 July 2015 (Journal of Laws, item 1143).

²⁾ The names of the selected criteria shall be written in accordance with the Appendix 1 of the Regulation of the Prime Minister of the Republic of Poland on terms and procedure of preparing periodical evaluations of civil servants and civil service employees of 4 April 2016.

³⁾ During the interview, the following shall be discussed: 1) main obligations arising from the job description for the post held by the evaluated person, 2) mandatory and additional criteria, if selected by the evaluating person, 3) expectations of the evaluating person as to the method of compliance with the evaluation criteria by the evaluated person, 4) goals to be achieved within the period in which the evaluated person is subject to evaluation, if determination of the said goals is justified due to the nature of obligations arising from the job description for the post held by the evaluated person, and method of implementation of the goals set.

PART II

| | | | | | |
|---|---------------------------|---------------------|-------------------------|---------------------|---------------------|
| DATE OF THE EVALUATION INTERVIEW⁴⁾ | | | | | <i>(dd/mm/yyyy)</i> |
| PERIOD IN WHICH THE EVALUATED PERSON WAS SUBJECT TO EVALUATION | FROM⁵⁾: | <i>(dd/mm/yyyy)</i> | TO⁶⁾: | <i>(dd/mm/yyyy)</i> | |

| MANDATORY CRITERIA | PARTIAL EVALUATION⁹⁾ | | | | |
|---|--|--------------------|-------------|--------------------|----------------------------------|
| | Significantly below expectations | Below expectations | As expected | Above expectations | Significantly above expectations |
| | 1 point | 3 points | 5 points | 7 points | 9 points |
| HR management | | | | | |
| Decision-making and responsibility | | | | | |
| Work organisation and attitude focused on achieving goals | | | | | |
| Co-operation | | | | | |
| Communication | | | | | |
| Strategic management | | | | | |
| ADDITIONAL CRITERIA SELECTED BY THE EVALUATING PERSON⁸⁾ | PARTIAL EVALUATION⁷⁾ | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Arithmetic mean of the partial evaluations awarded for particular evaluation criteria: | | | | | |

AWARD OF THE EVALUATION

| Place "X" in the relevant field | Number of points constituting the arithmetic mean of all partial evaluations | General level of the observance of evaluation criteria |
|---|--|--|
| | from 1 point to 2 points | significantly below expectations |
| | above 2 points to 4 points | below expectations |
| | above 4 points to 6 points | as expected |
| | above 6 points to 8 points | above expectations |
| | above 8 points to 9 points | significantly above expectations |
| PERIODICAL EVALUATION IN THE CIVIL SERVICE | POSITIVE⁹⁾ | NEGATIVE¹⁰⁾ |

⁴⁾ Within the evaluation interview, the following shall be discussed: 1) main obligations performed by the evaluated person within the period in which the evaluated person was subject to evaluation, and procedure of their implementation, taking into account fulfilment of the evaluation criteria by the evaluated person, 2) method of implementation of goals to be achieved, if such goals have been determined, by the evaluated person within the period in which the evaluated person was subject to evaluation, 3) directions for future professional development and needs of the evaluated person related to improvement of qualifications and skills.

⁵⁾ "From" shall mean the date of notifying the evaluated person of the evaluation criteria - from Part I of the evaluation sheet.

⁶⁾ "To" shall mean the date of preparation of the evaluation in writing. If a periodical evaluation is conducted in connection with the application of Art. 81.6 (6) of the Act of 21 November of 2008 on Civil Service (Journal of Laws of 2014, item 1111 with its subsequent amendments), and was not conducted prior to the change of work position, write in the relevant field the last day of work on the post held.

⁷⁾ Place "X" in the relevant field.

⁸⁾ Write names of the selected criteria using Appendix no. 1 to the Regulation of the Prime Minister of the Republic of Poland on terms and procedure of preparing periodical evaluations of civil servants and civil service employees of 4 April 2016.

⁹⁾ **POSITIVE** - if a general level of fulfilment of the evaluation criteria has been determined as "significantly above expectations", "above expectations" or "as expected", provided that the evaluated person did not obtain a partial evaluation at the level of "significantly below expectations".

¹⁰⁾ **NEGATIVE** - if a general level of fulfilment of the evaluation criteria has been determined as "below expectations" or "significantly below expectations", and also if the evaluated person obtains at least one partial evaluation at the level of "significantly below expectations".

SUBSTANTIATION FOR THE AWARD OF PERIODICAL EVALUATION¹¹⁾

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CONCLUSIONS RELATED TO THE INDIVIDUAL PROFESSIONAL DEVELOPMENT PROGRAMME¹²⁾

| |
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| |
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DATA RELATED TO THE PREVIOUS PERIODICAL EVALUATION OF THE CIVIL SERVICE OFFICIAL

| | | | | | |
|---------------------------------|--|----------------------------|--|-------------|--|
| Evaluation¹³⁾ | | Level¹⁴⁾ | | Date | |
|---------------------------------|--|----------------------------|--|-------------|--|

(dd/mm/yyyy)

HAS AN APPLICATION FOR SUBSEQUENT RANK BEEN ATTACHED TO THE PERIODICAL EVALUATION?¹⁵⁾

| | | | | | |
|------------|--|-----------|--|---|--|
| YES | | NO | | NOT APPLICABLE (the evaluated person is a civil servant) | |
|------------|--|-----------|--|---|--|

EVALUATING PERSON DATA

| | | | |
|----------------------|-------------------|------------------------------------|--|
| First name | | | |
| Last name | | | |
| Work position | | | |
| location | date (dd/mm/yyyy) | signature of the evaluating person | |

I have participated in the evaluation interview and I have been notified of the periodical evaluation and applications related to the individual professional development programme.

| | | | |
|----------|-------------------|-----------------------------------|-----------------------------------|
| location | date (dd/mm/yyyy) | signature of the evaluated person | signature of the evaluated person |
|----------|-------------------|-----------------------------------|-----------------------------------|

Instruction

On the basis of Art. 83.1 of the Act of 21 November 2008 on Civil Service, the evaluated person may, within 7 days from the date of notification of the evaluation, file an objection with regard to the periodical evaluation to:

.....

¹¹⁾ Substantiation is mandatory if the evaluated person obtains a negative periodical evaluation. If a positive evaluation has been awarded, substantiation is optional. Substantiation for the evaluation may consist in a general discussion of the evaluation or a detailed reference to all partial evaluations, or only some of them.

¹²⁾ Tacking into account the evaluation conducted, current and future tasks and expectations of the evaluated person, outline directions for professional development of the evaluated person, acknowledging areas of knowledge that require development, and offer optimal forms and methods of their implementation.

¹³⁾ Write "positive" or "negative".

¹⁴⁾ Write the level on which the previous periodical evaluation has been awarded (e.g. "as expected").

¹⁵⁾ Place "X" in the relevant field.

PART III

The application shall be filled out and attached to the periodical evaluation sheet of the evaluated person only if the evaluated person uses the possibility under Art. 89.1 of the Act of 21 November 2008 on Civil Service¹⁶⁾

DATA OF THE CIVIL SERVICE OFFICIAL

| | |
|----------------------------------|--------------|
| First name | |
| Last name | |
| Appointment year | (yyyy) |
| Current rank | |
| Date of awarding the rank | (dd/mm/yyyy) |

AN APPLICATION FOR SUBSEQUENT RANK TO BE AWARDED TO A CIVIL SERVICE OFFICIAL

In connection with obtaining by Ms/Mr

.....
 a positive periodical evaluation, on the basis of Art. 89.1 of the Act of 21 November 2008 on Civil Service, I hereby apply for granting the rank to

Substantiation of the application

location date (dd/mm/yyyy) Name and surname of the evaluating person signature of the evaluating person

¹⁶⁾ Part III shall not be printed or attached to the periodical evaluation sheet if the evaluated person is a civil servant and if an application for subsequent rank to be awarded to the civil service official is not submitted.

TEMPLATE

SHEET B

PERIODICAL EVALUATION OF A CIVIL SERVANT AND A CIVIL SERVICE EMPLOYEE¹⁾

PART I

| | |
|---------------|--|
| OFFICE | |
|---------------|--|

DATA OF EVALUATED PERSON

| | |
|-----------------------------------|--|
| First name | |
| Last name | |
| Organisational unit | |
| Work position²⁾ | |

EVALUATING PERSON DATA

| | |
|----------------------------|--|
| First name | |
| Last name | |
| Organisational unit | |
| Work position | |

EVALUATION CRITERIA AND TIME LIMIT FOR THE PREPARATION OF EVALUATION

| Mandatory criteria | Additional criteria selected by the evaluating person (no more than 3) ³⁾ | |
|---|--|--------------|
| HR management | | |
| Decision-making and responsibility | | |
| Work organisation and attitude focused on achieving goals | | |
| Co-operation | EVALUATION TIME LIMIT | |
| Communication | | |
| | | (dd/mm/yyyy) |

We hereby confirm that:

- *the interview referred to in § 5.1 of the Regulation of the Prime Minister of the Republic of Poland on terms and procedure of performing periodical evaluations of civil servants and civil service employees (Journal of Laws, item 470) of 4 April 2016, has taken place and all required issues have been discussed in it⁴⁾,*
- *the evaluated person has been notified of the evaluation criteria and the time limit for the preparation of evaluation.*

| | | |
|-------------------|----------------------------|---|
| location | date (dd/mm/yyyy) | signature of the evaluating person |
| | | |
| location | date (dd/mm/yyyy) | signature of the evaluated person |

¹⁾ The sheet shall be used to draw up a periodical evaluation of the civil servant or civil service employees who is employed on a position which involves direct management of employees.

²⁾ Indicate full name of the work position, along with its extension determining the matters associated with the position (if determined in the job description).

³⁾ Write names of the selected criteria using Appendix no. 1 to the Regulation of the Prime Minister of the Republic of Poland on the terms and procedure of periodical evaluations of civil servants and civil service employees of 4 April 2016 (Journal of Laws, item 470).

⁴⁾ During the interview, the following shall be discussed: 1) main obligations arising from the job description for the post held by the evaluated person, 2) mandatory and additional criteria, if selected by the evaluating person, 3) expectations of the evaluating person as to the method of compliance with the evaluation criteria by the evaluated person, 4) goals to be achieved within the period in which the evaluated person is subject to evaluation, if determination of the said goals is justified due to the nature of obligations arising from the job description for the post held by the evaluated person, and method of implementation of the goals set.

PART II

| | | | | | | |
|---|--|--------------------|-------------|-------------------------|----------------------------------|--------------|
| DATE OF THE EVALUATION INTERVIEW⁵⁾ | | | | | | (dd/mm/yyyy) |
| PERIOD IN WHICH THE EVALUATED PERSON WAS SUBJECT TO EVALUATION | FROM^{6):} | (dd/mm/yyyy) | | TO^{7):} | (dd/mm/yyyy) | |
| MANDATORY CRITERIA | PARTIAL EVALUATION⁸⁾ | | | | | |
| | Significantly below expectations | Below expectations | As expected | Above expectations | Significantly above expectations | |
| | 1 point | 3 points | 5 points | 7 points | 9 points | |
| HR management | | | | | | |
| Decision-making and responsibility | | | | | | |
| Work organisation and attitude focused on achieving goals | | | | | | |
| Co-operation | | | | | | |
| Communication | | | | | | |
| ADDITIONAL CRITERIA SELECTED BY THE EVALUATING PERSON⁹⁾ | PARTIAL EVALUATION⁸⁾ | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Arithmetic mean of the partial evaluations awarded for particular evaluation criteria: | | | | | | |

AWARD OF THE EVALUATION

| Place "X" in the relevant field | Number of points constituting the arithmetic mean of all partial evaluations | General level of the observance of evaluation criteria |
|---|--|--|
| | from 1 point to 2 points | significantly below expectations |
| | above 2 points to 4 points | below expectations |
| | above 4 points to 6 points | as expected |
| | above 6 points to 8 points | above expectations |
| | above 8 points to 9 points | significantly above expectations |
| PERIODICAL EVALUATION IN THE CIVIL SERVICE | POSITIVE¹⁰⁾ | NEGATIVE¹¹⁾ |

5) Within the evaluation interview, the following shall be discussed: 1) main obligations performed by the evaluated person within the period in which the evaluated person was subject to evaluation, and procedure of their implementation, taking into account fulfilment of the evaluation criteria by the evaluated person, 2) method of implementation of goals to be achieved, if such goals have been determined, by the evaluated person within the period in which the evaluated person was subject to evaluation, 3) directions for future professional development and needs of the evaluated person related to improvement of qualifications and skills.

6) "From" shall mean the date when the evaluated person was notified of the evaluation criteria - from Part I of the evaluation sheet.

7) "To" shall mean the date of preparation of the evaluation in writing. If a periodical evaluation is conducted in connection with the application of Art. 81.6 of the Act of 21 November of 2008 on Civil Service (Journal of Laws of 2014, item 1111 with its subsequent amendments), and was not conducted prior to the change of work position, write in the relevant field the last day of work on the post held.

8) Place "X" in the relevant field.

9) Write names of the selected criteria using Appendix no. 1 to the Regulation of the Prime Minister of the Republic of Poland on the terms and procedure of periodical evaluations of civil servants and civil service employees of 4 April 2016.

10) POSITIVE - if the general level of fulfilment of the evaluation criteria has been determined as "significantly above expectations", "above expectations" or "as expected", provided that the evaluated person did not obtain any partial evaluation at the level of "significantly below expectations".

11) NEGATIVE - if the general level of fulfilment of the evaluation criteria has been set as "below expectations" or "significantly below expectations", and also if the evaluated person obtains at least one partial evaluation at the level of "significantly below expectations".

SUBSTANTIATION OF THE AWARDED PERIODICAL EVALUATION¹²⁾

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CONCLUSIONS RELATED TO THE INDIVIDUAL PROFESSIONAL DEVELOPMENT PROGRAMME¹³⁾

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DATA RELATED TO THE PREVIOUS PERIODICAL EVALUATION OF THE CIVIL SERVICE OFFICIAL

| | | | | | |
|---------------------------------|--|----------------------------|--|-------------|--------------|
| Evaluation¹⁴⁾ | | Level¹⁵⁾ | | Date | |
| | | | | | (dd/mm/yyyy) |

HAS AN APPLICATION FOR SUBSEQUENT RANK BEEN ATTACHED TO THE PERIODICAL EVALUATION?¹⁶⁾

| | | | | | |
|------------|--|-----------|--|---|--|
| YES | | NO | | NOT APPLICABLE (the evaluated person is a civil servant) | |
|------------|--|-----------|--|---|--|

EVALUATING PERSON DATA

| | | | |
|----------------------|--------------------------|---|--|
| First name | | | |
| Last name | | | |
| Work position | | | |
| <i>location</i> | <i>date (dd/mm/yyyy)</i> | <i>signature of the evaluating person</i> | |

I have participated in the evaluation interview and I have been notified of the periodical evaluation and conclusions related to the individual professional development programme.

| | | | |
|-----------------|--------------------------|--|--|
| <i>location</i> | <i>date (dd/mm/yyyy)</i> | <i>signature of the evaluated person</i> | <i>signature of the evaluated person</i> |
|-----------------|--------------------------|--|--|

Instruction

On the basis of Art. 83.1 and 83.2 of the Act of 21 November 2008 on Civil Service, the evaluated person may, within 7 days from the date of notification of the evaluation, file an objection with regard to the periodical evaluation to the Director General of Office¹⁷⁾

¹²⁾ **Substantiation is mandatory if the evaluated person obtains a negative periodical evaluation.** If a positive evaluation has been awarded, substantiation is optional. Substantiation for the evaluation may consist in a general discussion of the evaluation or a detailed reference to all partial evaluations, or only some of them.

¹³⁾ Taking into account the evaluation conducted, the current and future tasks and expectations of the evaluated person, to outline directions for professional development of the evaluated person, acknowledging areas of knowledge that require development, and offer optimal forms and methods of their implementation.

¹⁴⁾ Write "positive" or "negative".

¹⁵⁾ Write the level on which the previous periodical evaluation has been awarded (e.g. "as expected").

¹⁶⁾ Place "X" in the relevant field.

¹⁷⁾ Objection submitted to an office in which the provisions in place do not cover the creation of the position of Director General of Office, shall be presented to the Head of Office in question.

PART III

The application shall be filled out and attached to the periodical evaluation sheet of the evaluated person only if the evaluated person uses the possibility under Art. 89.1 of the Act of 21 November 2008 on Civil Service¹⁸⁾

DATA OF THE CIVIL SERVICE OFFICIAL

| | |
|----------------------------------|--------------|
| First name | |
| Last name | |
| Appointment year | (yyyy) |
| Current rank | |
| Date of awarding the rank | (dd/mm/yyyy) |

AN APPLICATION FOR SUBSEQUENT RANK TO BE AWARDED TO A CIVIL SERVICE OFFICIAL

In connection with obtaining by Ms/Mr

.....

a positive periodical evaluation, on the basis of Art. 89.1 of the Act of 21 November 2008 on Civil Service, I hereby apply for granting the rank to

Substantiation of the application

| |
|--|
| |
|--|

location

date (dd/mm/yyyy)

Name and surname of the evaluating person

signature of the evaluating person

¹⁸⁾ Part III shall not be printed or attached to the periodical evaluation sheet if the evaluated person is a civil servant and if an application for subsequent rank to be awarded to the civil service official is not submitted.

TEMPLATE

SHEET C

PERIODICAL EVALUATION OF A CIVIL SERVANT AND A CIVIL SERVICE EMPLOYEE¹⁾

PART I

| | |
|---------------|--|
| OFFICE | |
|---------------|--|

DATA OF THE EVALUATED PERSON

| | |
|-----------------------------------|--|
| First name | |
| Last name | |
| Oganisational unit | |
| Work position²⁾ | |

EVALUATING PERSON DATA

| | |
|---------------------------|--|
| First name | |
| Last name | |
| Oganisational unit | |
| Work position | |

EVALUATION CRITERIA AND TIME LIMIT FOR THE PREPARATION OF EVALUATION

| Mandatory criteria | Additional criteria selected by the evaluating person (no more than 3) ³⁾ | |
|---|--|--------------|
| Use of knowledge and professional development | | |
| Reliability | | |
| Work organisation and attitude focused on achieving goals | | |
| Co-operation | EVALUATION TIME LIMIT | |
| Communication | | |
| | | (dd/mm/yyyy) |

We hereby confirm that:

- the interview referred to in § 5.1 to the Regulation of the Prime Minister of the Republic of Poland on the terms and procedure of periodical evaluations of civil servants and civil service employees of 4 April 2016, has taken place (Journal of Laws 470), and all required issues have been discussed in it⁴⁾,
- the evaluated person has been notified of the evaluation criteria and the time limit for the preparation of evaluation.

.....
location

.....
date (dd/mm/yyyy)

.....
signature of the evaluating person

.....
location

.....
date (dd/mm/yyyy)

.....
signature of the evaluated person

¹⁾ The sheet shall be used to draw up a periodical evaluation of a civil servant or a civil service employee who is not employed:

- as Head of Office, which is a post in the civil service, or
- on a position which involves direct management of employees.

²⁾ Indicate full name of the work position, along with its extension determining the matters associated with the position (if determined in the job description).

³⁾ Write names of the selected criteria using Appendix no. 1 to the Regulation of the Prime Minister of the Republic of Poland on the terms and procedure of periodical evaluations of civil servants and civil service employees of 4 April 2016.

⁴⁾ During the interview, the following shall be discussed: 1) main obligations arising from the job description for the post held by the evaluated person, 2) mandatory and additional criteria, if selected by the evaluating person, 3) expectations of the evaluating person as to the method of compliance with the evaluation criteria by the evaluated person, 4) goals to be achieved within the period in which the evaluated person is subject to evaluation, if determination of the said goals is justified due to the nature of obligations arising from the job description for the post held by the evaluated person, and method of implementation of the goals set.

PART II

| | | | | | | |
|---|--|---------------------|-------------|-------------------------|----------------------------------|---------------------|
| DATE OF THE EVALUATION INTERVIEW⁵⁾ | | | | | | <i>(dd/mm/yyyy)</i> |
| PERIOD IN WHICH THE EVALUATED PERSON WAS SUBJECT TO EVALUATION | FROM⁶⁾: | | | TO⁷⁾: | | |
| | | <i>(dd/mm/yyyy)</i> | | | <i>(dd/mm/yyyy)</i> | |
| MANDATORY CRITERIA | PARTIAL EVALUATION⁸⁾ | | | | | |
| | Significantly below expectations | Below expectations | As expected | Above expectations | Significantly above expectations | |
| | 1 point | 3 points | 5 points | 7 points | 9 points | |
| Use of knowledge and professional development | | | | | | |
| Reliability | | | | | | |
| Work organisation and attitude focused on achieving goals | | | | | | |
| Co-operation | | | | | | |
| Communication | | | | | | |
| ADDITIONAL CRITERIA SELECTED BY THE EVALUATING PERSON⁹⁾ | PARTIAL EVALUATION⁸⁾ | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Arithmetic mean of the partial evaluations awarded for particular evaluation criteria: | | | | | | |

AWARD OF THE EVALUATION

| Place "X" in the relevant field | Number of points constituting the arithmetic mean of all partial evaluations | General level of observance of the evaluation criteria |
|---|--|--|
| | from 1 point to 2 points | significantly below expectations |
| | above 2 points to 4 points | below expectations |
| | above 4 points to 6 points | as expected |
| | above 6 points to 8 points | above expectations |
| | above 8 points to 9 points | significantly above expectations |
| PERIODICAL EVALUATION IN THE CIVIL SERVICE | POSITIVE¹⁰⁾ | NEGATIVE¹¹⁾ |

5) Within the evaluation interview, the following shall be discussed: 1) main obligations performed by the evaluated person within the period in which the evaluated person was subject to evaluation, and procedure of their implementation, taking into account fulfilment of the evaluation criteria by the evaluated person, 2) method of implementation of goals to be achieved, if such goals have been determined, by the evaluated person within the period in which the evaluated person was subject to evaluation, 3) directions for future professional development and needs of the evaluated person related to improvement of qualifications and skills.

6) "From" shall mean the date when the evaluated person was notified of the evaluation criteria - from Part I of the evaluation sheet.

7) "To" shall mean the date of preparation of the evaluation in writing. If a periodical evaluation is conducted in connection with the application of Art. 81.6 (6) of the Act of 21 November of 2008 on Civil Service (Journal of Laws of 2014, item 1111 with its subsequent amendments), and was not conducted prior to the change of work position, write in the relevant field the last day of work on the post held.

8) Place "X" in the relevant field.

9) Write names of the selected criteria using Appendix no. 1 to the Regulation of the Prime Minister of the Republic of Poland on the terms and procedure of periodical evaluations of civil servants and civil service employees of 4 April 2016.

10) **POSITIVE** - if the general level of fulfilment of the evaluation criteria has been determined as "significantly above expectations", "above expectations" or "as expected", provided that the evaluated person did not obtain any partial evaluation at the level of "significantly below expectations".

11) **NEGATIVE** - if the general level of fulfilment of the evaluation criteria has been determined as "below expectations" or "significantly below expectations", also if the evaluated person obtains at least one partial evaluation at the level of "significantly below expectations".

SUBSTANTIATION FOR THE AWARD OF PERIODICAL EVALUATION¹²⁾

| |
|--|
| |
|--|

CONCLUSIONS RELATED TO THE INDIVIDUAL PROFESSIONAL DEVELOPMENT PROGRAMME¹³⁾

| |
|--|
| |
|--|

DATA RELATED TO THE PREVIOUS PERIODICAL EVALUATION OF THE CIVIL SERVICE OFFICIAL

| | | | | | |
|---------------------------------|--|----------------------------|--|-------------|-----------------------------|
| Evaluation¹⁴⁾ | | Level¹⁵⁾ | | Date | |
| | | | | | <small>(dd/mm/yyyy)</small> |

HAS AN APPLICATION FOR SUBSEQUENT RANK BEEN ATTACHED TO THE PERIODICAL EVALUATION?

| | | | | | |
|------------|--|-----------|--|---|--|
| YES | | NO | | NOT APPLICABLE (the evaluated person is a civil servant) | |
|------------|--|-----------|--|---|--|

EVALUATING PERSON DATA

| | |
|----------------------|------------------------------------|
| First name | |
| Last name | |
| Work position | |
| location | date (dd/mm/yyyy) |
| | signature of the evaluating person |

| | | | |
|--|-------------------|---|-----------------------------------|
| <i>I have participated in the evaluation interview and I have been notified of the periodical evaluation and conclusions related to the individual professional development programme.</i> | | | |
| location | date (dd/mm/yyyy) | first and last name of the evaluated person | signature of the evaluated person |

| |
|--|
| <i>Instruction</i> |
| <i>On the basis of Art. 83.1 and 83.2 of the Act of 21 November 2008 on Civil Service, the evaluated person may, within 7 days from the date of notification of the evaluation, file an objection with regard to the periodical evaluation to the Director General of Office¹⁷⁾</i> |

¹²⁾ Substantiation is mandatory if the evaluated person obtains a negative periodical evaluation. If a positive evaluation has been awarded, substantiation is optional. Substantiation for the evaluation may consist in a general discussion of the evaluation or a detailed reference to all partial evaluations, or only some of them.

¹³⁾ Taking into account the evaluation conducted, the current and future tasks and expectations of the evaluated person, to outline directions for professional development of the evaluated person, acknowledging areas of knowledge that require development, and offer optimal forms and methods of their implementation.

¹⁴⁾ Write "positive" or "negative".

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¹⁶⁾ Place "X" in the relevant field.

¹⁷⁾ Objection submitted to an office in which the provisions in place do not cover the creation of the position of Director General of Office, shall be presented to the Head of Office in question.

PART III

The The application shall be filled out and attached to the periodical evaluation sheet of the evaluated person only if the evaluated person uses the possibility under Art. 89.1 of the Act of 21 November 2008 on Civil Service ¹⁸⁾

DATA OF THE CIVIL SERVICE OFFICIAL

| | |
|----------------------------------|--------------|
| First name | |
| Last name | |
| Appointment year | (yyyy) |
| Current rank | |
| Date of awarding the rank | (dd/mm/yyyy) |

AN APPLICATION FOR SUBSEQUENT RANK TO BE AWARDED TO A CIVIL SERVICE OFFICIAL

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a positive periodical evaluation, on the basis of Art. 89.1 of the Act of 21 November 2008 on Civil Service, I hereby apply for granting the rank to

Substantiation of the application

| |
|--|
| |
|--|

location

date (dd/mm/yyyy)

Name and surname of the evaluating person

signature of the evaluating person

¹⁸⁾ Part III shall not be printed or attached to the periodical evaluation sheet if the evaluated person is a civil servant and if an application for subsequent rank to be awarded to the civil service official is not submitted.