



## Performance Appraisal

EMPLOYEE NAME

**RAYMOND KOMAR**

EMPLOYEE NO.

REVIEW PERIOD

**April 2008**

TITLE

**POLICE IT/SURVEILLANCE Director**

REGION

**PRISTINA**

**INSTRUCTIONS:** Consider the following performance factors as they relate to the employee in his/her present position. Indicate the employee's level of performance in each category by checking the statement that most appropriately describes the explicit performance level. If Supervision or Cost Control factors do not apply, check box NA. Review a draft of the appraisal with second level supervision prior to discussing the appraisal with the employee.

**THE FOLLOWING GENERAL DEFINITIONS APPLY TO EACH FACTOR RATED BELOW:**

**OUTSTANDING:** The employee's performance is extraordinary, approaching the best possible for the job.

**FULLY ADEQUATE:** The employee's performance fully meets the requirements for the job.

**NEED IMPROVEMENT:** The employee's performance does not meet the full job requirements.

**UNSATISFACTORY:** The employee's performance is deficient enough to justify release from present job unless improvement is made.

PERFORMANCE FACTORS	UNSATISFACTORY	NEEDS IMPROVEMENT	FULLY ADEQUATE	OUTSTANDING
1. <b>QUANTITY OF WORK:</b> Volume of work regularly produced. Speed and Consistency of output.	<input type="radio"/> Output totally inadequate to retain in job without improvement.	<input type="radio"/> Output in some respects below job requirements	<input type="radio"/> Output fully satisfies job requirements.	<input checked="" type="radio"/> Extraordinary speed and volume of output.
2. <b>QUALITY OF WORK:</b> Extent to which work produced meets quality requirements of accuracy, thoroughness, and effectiveness.	<input type="radio"/> Quality too poor to retain in job without improvement.	<input type="radio"/> Quality of work below minimum requirements.	<input type="radio"/> Quality of work is good. Fully satisfies job requirements.	<input checked="" type="radio"/> Extraordinary accuracy, thoroughness, and effectiveness.
3. <b>JOB KNOWLEDGE:</b> Extent of information and understanding possessed by employee.	<input type="radio"/> Knowledge inadequate to retain in job without improvement.	<input type="radio"/> Lacks some required knowledge.	<input type="radio"/> Knowledge fully satisfies job requirements.	<input checked="" type="radio"/> Job knowledge exceeds requirements of current job.
4. <b>JUDGMENT:</b> Extent to which decisions and actions are based on sound reasoning and weighing of outcomes.	<input type="radio"/> Judgment too poor to retain in job without improvement.	<input type="radio"/> Decisions not entirely adequate to meet job demands.	<input checked="" type="radio"/> Makes good decisions in various situations arising in job.	<input type="radio"/> Consistently exhibits excellent judgment.
5. <b>INITIATIVE:</b> Extent to which employee is a "self-starter" in attaining objectives of job.	<input type="radio"/> Lacks sufficient initiative to retain in job without improvement.	<input type="radio"/> Lacks initiative in some respects.	<input type="radio"/> Exercises full amount of initiative required by job.	<input checked="" type="radio"/> Exhibits outstanding initiative.
6. <b>DEPENDABILITY:</b> Extent to which employee can be counted on to carry out instructions, be on the job, and fulfill responsibilities.	<input type="radio"/> Too unreliable to retain in job without improvement.	<input type="radio"/> Dependability not fully satisfactory.	<input checked="" type="radio"/> Fully satisfies dependability demands of job.	<input type="radio"/> Extraordinary dependability in all respects.
7. <b>ORGANIZATIONAL ABILITY:</b> Effectiveness in planning and performing work systematically.	<input type="radio"/> Planning too poor to retain in job without improvement.	<input type="radio"/> Planning inadequate in some respects.	<input type="radio"/> Work well planned and organized.	<input checked="" type="radio"/> Demonstrates exceptional planning and organizational skills.
8. <b>EFFECTIVENESS IN DEALING WITH PEOPLE:</b> Extent to which employee cooperates with and effectively influences those with whom he/she comes in contact.	<input type="radio"/> Relations too ineffective to retain in job without improvement.	<input type="radio"/> Somewhat less effective than required by job.	<input checked="" type="radio"/> Maintains effective working relations with others.	<input type="radio"/> Demonstrates outstanding ability to work well with all levels of employees.
9. <b>COST CONTROL:</b> Extent to which employee is cost conscious and manages cost items. NAoX	<input type="radio"/> Shows little regard for responsibilities in planning and managing expenditures.	<input type="radio"/> Handles some areas of cost control adequately but improvement is needed.	<input type="radio"/> Meets job requirements in areas of budgeting, expense reporting, cost management.	<input type="radio"/> Demonstrates exceptional skill in planning and management of financial resources.
10. <b>SUPERVISORY RESPONSIBILITIES:</b> Extent to which employee executes supervisory responsibilities. NAO	<input type="radio"/> Fails to meet job requirements in employee supervision.	<input type="radio"/> Needs improvement in some areas of supervisory skills.	<input checked="" type="radio"/> Shows appropriate ability to select, train, develop, and motivate employees.	<input type="radio"/> Demonstrates highest caliber of human resources management.
<b>OVERALL EVALUATION OF EMPLOYEE PERFORMANCE:</b>	<input type="radio"/> Performance inadequate to retain in present job.	<input type="radio"/> Does not fully meet requirements of the job.	<input type="radio"/> Satisfactory. Good performance. Fully competent.	<input checked="" type="radio"/> Extraordinary performance approaching the best possible for the job.

Comments: **PERFORMANCE FACTORS**

**Quantity**

**Quality**

**Job Knowledge**

**Judgment**

**Initiative**

**Dependability**

**Organizational Ability**

**Dealing With People**

**Cost Control**

**Supervisory Responsibilities**

COMPLETED EMPLOYMENT AGREEMENT <input type="radio"/> YES <input type="radio"/> NO			
PREPARED BY SUPERVISOR	DATE	MY SIGNATURE INDICATES THAT THE CONTENTS OF THIS APPRAISAL HAVE BEEN COMMUNICATED TO ME. IT DOES NOT NECESSARILY IMPLY MY AGREEMENT WITH THIS APPRAISAL.	DATE
REVIEWED BY DIRECTOR /MANAGER	DATE	RECEIVED BY HUMAN RESOURCES	DATE

**ATTACHMENT**  
**CPI Performance Appraisal**  
**Raymond KOMAR**

Mr. KOMAR's overall rating during this evaluation period is Outstanding. Mr. KOMAR is a Police IT and Surveillance Specialists. He managed, developed and supported all Kosovo Police Service ITf and Surveillance System in a perfect manner.

Mr. KOMAR has earned the **outstanding** ratings in the categories: **Quantity of Work, Quality of Work, Job Knowledge, Initiative and Organizational Ability.**

**Quantity and Quality of Work**

Mr. KOMAR coordinates work with all ITC (Information Technology and Communications) International Police Officers, Kosovo Police Service and Contracted Company counterparts to ensure that all ITC Surveillance projects are completed on time and with professional manner. Even more, he teaches local staff how to do their job in professional manner. This requires him to prioritize and schedule enormous jobs to support and coordinate the growing number of Cameras used by KPS. He designs new Surveillance system and implements them in live. He is the key specialist in our Surveillance Team. With his assistance, our Unit has been able to continue transition of Surveillance Systems despite delays caused by procurement issues, weather delays, and delivery problems by contractors.

**Job Knowledge**

Mr. KOMAR brings a level of knowledge to the project which has assisted in improved Surveillance System supporting and deployment. His training and experience with general and intelligence Surveillance System solutions as well as communications has enhanced the capabilities of our ITC Unit to support KPS. Mr. KOMAR knows more than his "Job Description" requires and usually he shares his knowledge with other International Police Officers, KPS staff and helps them.

**Initiative**

Mr. KOMAR exhibits outstanding initiative. He not only performs all duties required of him but takes extra initiative to design and support new Surveillance Systems. One example is his initiative to take responsibility of the design of KPS Border Surveillance System.

**Organizational Ability**

Mr. KOMAR demonstrates exceptional planning and organizational skills. He plans and organizes installation and maintenance of new surveillance Systems. He has been given the tasks to organize ongoing Surveillance System operations and to make decision accordingly regarding policy development and project design.

Peter Petrov  
Senior Advisor KPS ITC Unit