



### **3. MINIMUM REQUIREMENTS:**

3.1 District Managers and other managers responsible for health service employees shall establish systems for performance appraisal and development.

3.2 The systems shall:

- (a) Incorporate performance and development plans, or equivalent elements,
- (b) Be simple and demonstrated to be understood by employees,
- (c) Be flexible and capable of accommodating change,
- (d) Provide guidance to employees to attain achievements in their efforts,
- (e) Fully involve both employees and their managers,
- (f) Ensure that employees receive regular informal feedback on work performance as well as formal review,
- (g) Link individual to organisational goals, and
- (h) Recognise the mobility of employees within and between Health Service Districts.

3.3 All health service employees to whom this Directive applies shall participate in these performance appraisal processes actively and in good faith.

### **4. POLICY AND MODEL DISTRICT GUIDELINES**

4.1 The Director General, Department of Health, may issue policy and/or model district guidelines for performance appraisal and development.