

# PSC CIRCULAR

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## PSC CIRCULAR NO 27/2010

TO : All Permanent Secretaries and  
Heads and Departments

FILE : 13/2/4-10

SUBJECT : **TRANSFER EVALUATION**

DATE: 10/06/2010

- 1.0 In the effort to evaluate its training programs, the PSC Centre for Training and Development [CTD] is conducting a Transfer Evaluation exercise.
- 2.0 This exercise focuses on civil servants who have attended workshops that have been facilitated by CTD.
- 3.0 The Transfer Evaluation process is a behavioral evaluation that assesses the performance of officers who are expected to demonstrate practically, the knowledge they have gained from the training sessions that they have attended.
- 4.0 **Part I** of the form is to be filled in by the officer, and **Part II** is to be completed by the supervisor, three months after an officer has attended training.
- 5.0 All officers who attended training in the first quarter of the year must fill in the form, and supervisors are requested to complete Part II and then forward the same to CTD by **30<sup>th</sup> July, 2010**.
- 6.0 A copy of the evaluation form is attached at **Appendix 1**. The form is also available on the PSC website – [www.psc.gov.fj](http://www.psc.gov.fj)
- 7.0 It is envisaged that this strategy will pave a way forward for monitoring and improving the performance of officers.
- 8.0 Furthermore, the evaluation is also part of the TPAF Assessment Criteria. Over the years, returns from the TPAF Levy have been minimal, and the Transfer Evaluation exercise should improve on Government's chances of fully utilizing the levy that it contributes to TPAF each year.
- 9.0 For further clarification, please contact the following officers: Mereseini Tora: [mtora@psc.gov.fj](mailto:mtora@psc.gov.fj) or Mosese Nasoubuta email address: [mnasoubuta@psc.gov.fj](mailto:mnasoubuta@psc.gov.fj), Telephone 3315688: Ext 108/130.



Parmesh Chand (Mr)

**Permanent Secretary, Public Service**



PUBLIC SERVICE COMMISSION CENTRE FOR TRAINING &  
DEVELOPMENT  
TRANSFER EVALUATION SHEET



NAME OF OFFICER:			
NAME OF COURSE ATTENDED:			
MINISTRY/DEPARTMENT			
VENUE		DATE (S)	

**Part 1.** (To be completed by the Trainee)

A. GENERAL RELEVANCE OF THE COURSE

(1) **The course I attended was relevant to my duties as a civil servant in the Fiji Public Service.**

**Excellent    5 - 4 - 3 - 2 - 1    Poor**

**Comments:**

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(2) **I am able to successfully recollect the lessons learnt in the course whilst on daily duties.**

**Excellent    5 - 4 - 3 - 2 - 1    Poor**

**Comments:**

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**(3) The course has encouraged me to pursue further training opportunities for upgrading my skills.**

**Excellent 5 - 4 - 3 - 2 - 1 Poor**

**Comments:**

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**(4) The lessons learnt can be applied successfully at work.**

**Excellent 5 - 4 - 3 - 2 - 1 Poor**

**Comments:**

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**A. Learning Points and Application**

1. What were some of the significant learning points that you managed to apply in your work situation?

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2. What were some of the learning points that you could not apply although you believe would still be of use in future?

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3. Why couldn't you apply them?

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**Part II.**

(Remarks by Head of Department/Senior Officer)

**4. The lessons that ..... learnt from the course was applied successfully at work.**

**Excellent    5 - 4 - 3 - 2 - 1    Poor**

**Comments:**

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**5. The aspects of his/her improvement in performance that is attributed to his/her training are: -**

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**6. How far do departmental restrictions limit the officer's application of learning?**

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**7. Are there any other comments you wish to make on the matter?**

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Date: ..... ..

(Signature of Head of Department/Senior Officer)