**GUIDE QUESTIONS ON THE ONSITE ASSESSMENT FOR PRIME-HRM**

**MATURITY LEVEL II**

**PERFORMANCE MANAGEMENT SYSTEM (PMS)**

SUPERVISOR/MANAGER

1. WHO LEADS IN DRIVING THE PERFORMANCE MANAGEMENT PROCESS (HRD). KINDLY IDENTIFY THE CYCLE OF PMS/.SPMS. (Planning & Commitment, Monitoring, Perf. Review and Rewarding and Development)

2. CAN YOU GIVE EXAMPLES ON HOW YOU GIVE CONSTRUCTIVE FEEDBACK TO YOUR SUBORDINATE EMPLOYEES? (One-on-One or Division Mtg, Coaching/mentoring)?

3. HOW REGULARLY DO YOU GIVE FEEDBACK? (Monthly or as need arise)

4. WHEN DO YOU GIVE PERFORMANCE FEEDBACK TO YOUR SUBORDINATE EMPLOYEES? (Monthly or as need arises especially during Perf. Monitoring)

5. CAN YOU GIVE EXAMPLES OF PERFORMANCE IMPROVEMENTS OF INDIVIDUALS IN YOUR DEPARTMENT/DIVISION. (Increase in productivity THRU COACHING AND MENTORING or as a result of IDP)

WHAT IS THE IMPACT OF YOUR IDP AND COACHING/MENTORING INTERVENTION. (Improved individual performance as well as the office as gleaned in the OPCR/IPCR)

6. CAN YOU DESCRIBE HOW PERFORMANCE TARGETS OF YOUR SUBORDINATE EMPLOYEES RATIONALIZED/CASCADED? (Division meeting, Strat. Planning cascading of target from OPCR to IPCR)

WHO WILL REVIEW YOUR OPCR/IPCR and STANDARDS (Supervisor, PMT)

7. FROM WHERE DID YOU GET YOUR PERFORMANCE TARGET OF YOUR DEPARTMENT/DIVISION. (OPCR of the Agency head)

HOW YOU INVOLVED YOUR SUBORDINATE WHEN DEVELOPING YOUR DIVISION PLAN (Division meeting/discussion)

EMPLOYEES/SUBORDINATE

1. CAN YOU GIVE EXAMPLES OF WHEN WAS THE LAST TIME YOU RECEIVED CONSTRUCTIVE FEEDBACK ON YOUR PERFORMANCE FROM YOUR SUPERVISOR (State specific date if possible).

HOW DID YOU FEEL RECEIVING CONSTRUCTIVE FEEDBACK? (Great, happy it boost my moral) What is the impact to your performance. (Improvement, increase)

2. CAN YOU GIVE OR CITE EXAMPLES OF YOUR OWN PERFORMANCE IMPROVEMENTS? (Cite specific improvement in your IPCR rating)

3. HOW AND WHEN YOU PREPARE YOUR PERFORMANCE TARGETS? (Target setting discussion in IPCR, Every semester, Jan 5 and July 5)

4. WHO WILL REVIEW YOUR TARGET AND ACCOMPLISHMENT. (1st Supervisors and then PMT)

5. CAN YOU BRIEFLY DISCUSS THE PROCESS OF YOUR TARGET SETTING (IPCR) (meeting/discussions, rationalization of target from the OPCR of the supervisors)

**LEARNING AND DEVELOPMENT (L&D)**

SUPERVISOR

1. HOW LEARNING AND DEVELOPEMTN (L&D) IN YOUR AGENCY SET ACCORDING TO ITS MANDATE. (Approved Score card/HRD PLAN, Strategy map)

2. WHAT STRATEGY BEING USED IN DETERMINING L&D NEEDS OF EMPLOYEES (Competency assessment, IDP, Result of IPCR-for developmental needs)

3. WHO IS THE LEAD DIVISION IN DRIVINGTHE PROCESS OF L&D INTERVENTIONS? (HRD)

4. CAN YOU CITE SOME METHODOLOGIES/MODES USE IN DETERMINING OF VARIOUS L&D INTERVENTIONS (Online Competency Assessment (OCA), L&D Plan to establish competency gaps, other modes-scholarship, on boarding, cadetship, succession planning)

5. HOW L&D intervention being evaluated. (Competency, IDP, LAP, REAP, IDP monitoring/LAP monitoring).

- Can you give specific examples of how L&D intervention has improved the performance of your team/division (Comparative assessment (annually) on performance?)

6. How L&D intervention being rationalized (ARL&DP, HRD/L&D Plan, fully functional PDC and minutes of deliberation).

EMPLOYEE/SUBORDINATE

1. WHEN WAS THE LAST TIME YOU ATTENDED L&D or TRAINING (Cite Specific dates & training attended).

Can you describe how you are involved in L&D needs analysis and the activities planned to meet them (IDP thru core competencies).

2. Can you give specific examples of how L&D interventions has improved your performance, Division and of the Office. (IPCR/OPCR ratings, LAP/REAP implementation)

3. HOW AND IN WHAT PROCEDURE WHERE L&D INTERVENTION AVAILED BY EMPLOYEES (Competency assessment and evaluation/recommendation by PDC/Supervisor)

4. Can you give specific example on how you are encouraged to develop your leadership capabilities (Attendance to leadership training, SDC, BSDC, given the opportunity to lead, etc.)

**RECRUITMENT, SELECTION AND PLACEMENT**

SUPERVISOR

1. KINDLY DESCRIBE THE STRATEGIES YOU HAVE IN PLACE TO MAKE SURE RECRUITMENT AND SELECTION MEET THE NEEDS OF THE OFFICE (IMPLEMENTATION OF THE COMPETENCY BASE MSP/RSP PROPCEDURES EMBODIED IN THE MANUAL).

- WHAT ARE THE RECRUITMENT PROCEDURES/FEATURES EMPLOYED TO CONSIDER THAT THERE IS FAIR, EFFICIENT AND EFFECTIVE SELECTION OF CANDIDATES (PSB, Publication, Examination, Interview (BEI based on competency, deep selection process) and BI with representation of union representatives

2. Kindly discussed how GAD and PWDs considered in recruitment and selection and placement process. (Inclusion of the national policies on GAD and PWDs in RSP process-no discrimination)

3. How do we attract talent or applicants to your vacant positions? (Publication thru posting, web posting or CSC RO Facebook account)

Can you discuss what kind of recruitment brand the CSC ROXI introduced or applied? (BEI, BI, competency base, appointment offering (letter-notice) not apt. issued)

Employees/Subordinate

1. Will you please describe the features of your recruitment and selection system (Discuss briefly our MSP/RSP procedures)

2. Who lead in driving of the RSP process? (The duly constituted PSB with HRD leading the process)

3. In what way you were informed the provisions and procedures contained in your recruitment, selection and placement manual. (HRD orientation, Orientation on New Employee-Promoted, Transferred Designated (ONE-PTD), GA.

NOTE: WORDS IN THE OPEN AND CLOSED PARENTHESIS ARE THE SUGGESTED ANSWERS

**REWARDS AND RECOGNITION**

Practices

Supervisor/Managers

1. How do you ensure that there is fair and clear implementation of the R & R strategy in your office?

*The presence of a duly constituted & functional PRAISE committee and minutes of deliberation.*

2. Can you cite the most recent incident that you recognize your staff for good performance?

*Formal & informed recognition/reward is a culture in the office/supervisor.*

*“GawadParangal” held September & Dec. 2015*

3. How do you celebrate and reward individual and team successes & achievements?

*Given during formal celebration during Monday convocation, General Assembly, family day and the like.*

*Informal: Supervisor’s treat.*

EMPLOYEES

1. Can you give examples on how you contribute to your office, and how this contribution impacts your performance as well as your office performance?

*IPCR / OPCR (outstanding performance.)*

2. Please explain how award/recognition be given to you by your agency.

*Outstanding performance, Innovation, Discovery manifested in the OPCR/IPCR.*

3. Can you give example on how you or your co-employees’ contributions in the office is being recognized and valued?

*Awarded / Recognized by the agency.*

4. Please cite specific examples of the various awards/recognition given by your agency.

*(monetary& non-monetary)*

*National PRAISE :GawadKagalingan/ Kahusayan/ Kagitingan/ Katangi-tanging Pinuno*

*Regional PRAISE : Best in Attendance, Best Employee, Austerity Measure.*

**REWARDS AND RECOGNITION**

Practices

1. Who is the in-charge in the implementation of the rewards & recognition system in your agency? Can you briefly discuss the process of selecting candidates for rewards & recognition?

*PRAISE Committee / Regional PRAISE. PRAISE Committee discuss who will be given the awards.*

2. Please cite specific examples of types of recognition/award in your agency.

(monetary& non-monetary)

National PRAISE :GawadKagalingan/ Kahusayan/ Kagitingan/ Katangi-tanging Pinuno

Regional PRAISE : Best in Attendance, Best Employee, Austerity Measure

3. Can you give examples on how an employee can be rewarded or be given recognition in your agency?

Exemplary performance, innovation & contribution.

4. Can you explain how the rewards & recognition strategy in your agency improve the performance of the officials & employees? What is the impact or effect on R &R.

Boost the morale of employees, hence, *meeting the TARGET in the Scorecard, OPCR, IPCR, Very positive and enhance productivity.*

5. How do you assist the R & R in your agency on its consistency and sustainability?

*Approved budget for incentives & rewards and savings generated from HRD funds.*