



**REPUBLIC OF ALBANIA  
MINISTRY OF INTERIOR  
DEPARTMENT OF PUBLIC ADMINISTRATION**

**THE EVALUATION SYSTEM  
OF  
ANNUAL  
INDIVIDUAL PERFORMANCE  
OF  
CIVIL SERVANTS  
ALBANIA**

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# ACTUAL SYSTEM IN ALBANIA

- The general structure is in compliance with the modern concepts/ideas;
- It is based on specific objectives and fundamental competences.

# EVALUATION FORM

- Section A Employee's generalities;
- Section B Position's objectives and performance evaluation based on accomplishments of these objectives;
- Section C Performance evaluation based on main competences;
- Section D Overall comments of reporting and countersigning officers;
- Section E Employee's notification and signature.

# EVALUATION AND REMUNERATION




## LEVELS OF EVALUATION

- Very good(1) - 1 (of monthly salary)
- Good (2) - 0.7
- Satisfactory (3) - 0.5
- Unsatisfactory (4) - 0




# HIERARCHY OF THE SYSTEM

- Reporting Officer – to ensure that employee's objectives are in compliance with the orientation criteria and contribute to achieving the general work objective;
- Countersigning Officer– to ensure an objective evaluation of the employee and make this evaluation reflect the criteria of general policy;
- Authorizing Officer– to ensure that the group of civil servants, to whom he acts in the role of AO, is properly and objectively evaluated.




# EXPERT EVALUATION

- Reporting Officer  Head of Sector
- Countersigning Officer  Director
- Authorizing Officer  General Secretary




# HEAD OF SECTOR EVALUATION

- Reporting Officer  Director
- Countersigning Officer  General Secretary
- Authorizing Officer  General Secretary

# DIRECTOR EVALUATION

- Reporting Officer  General Secretary
- Countersigning Officer  Minister
- Authorizing Officer  Minister

# GENERAL SECRETARY EVALUATION

- Reporting Officer  Minister
- Countersigning Officer  Minister
- Authorizing Officer  Minister

# ROLE OF GENERAL SECRETARY & HR DIRECTORATE

- GS – responsible for performance evaluation system and reviewing employees complaints on evaluation;
- HRD – responsible for the technical administration of the evaluation system; monitoring the evaluation process of progress at work; technical advises; close contacts with the general secretary.

# Complaints

- All employees have the right of complaint;
- As a rule, the disagreement shall be solved through discussion between the reporting and countersigning officers;
- If not, an official complaint shall be made, in writing, within 10 days from the date of the evaluation;
- The General Secretary takes a decision and informs in writing, the employee that presented the complaint.

# POSSIBLE IMPROVMENTS TO THE SYSTEM (SNRAP)

- Agreement between superior and subordinate on the latter's objectives;
- Self-evaluation;
- Superior and colleague evaluation ;
- Self-development plan ;
- Institutional Performance;
- Combination of individual performance evaluation with that of the respective structure.