



Employee Evaluation of H S M PERERA

Year : 2016

General Information		
Employee Name	:	HEWAKANKANAMAGE SUPUN MIHINDU PERERA
NIC/SLIN	:	197411800545
Service & Grade	:	SLAS – Grade III
Salary Code & Step	:	SL-2-2006 Step 12
Current Designation	:	Assistant Director (IT)
Current Organization	:	Ministry of Public Management Reforms
Joined Public Service	:	1999/01/01
Date of Permanent Appointment	:	2005/01/01

Education		
Examination	Year	Result
GCE O/L	1990	D7 S1
GCE A/L	1993	A1 B2 C1
BSc	2007	Class II (Lower) in Computer Science

Professional Qualifications			
Qualification	Year	Institute	Achievement/Notes
Professional Membership	1997	CSSL	
Professional Membership	1997	CSSL	Upgraded to Professional Status

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Date

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H S M PERERA (Employee)

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H P G V GUNAWARDENA (Supervisor)

Training				
Program	Organization	Year	Feedback	Impact on Work
SLAS Induction	SLIDA	1999	Successfully completed	Knowledge on how to balance rules with service
Review by: Harin Gunawardena	Review date: 2017-07-23	Need to improve on people skills		
Computer training course	Local Nenasala	1998	Certificate obtained	Ability use computers in line of duty
Review by: Harin Gunawardena	Review date: 2017-07-23	This is a basic requirement. You are advised to follow an advanced course.		
e-Governance Training	ICTA	2011	Successfully completed	Effective usage of ICT in public service
Review by: Harin Gunawardena	Review date: 2017-07-23	Pls use this skill in the upcoming e-HRM implementation. You will be nominated as a key resource person.		

Comments/Notes

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Training			
Responsibility	Period From	Period To	Learning Experience
Covered for Deputy Director of IT	2014-05	2015-08	Covered all duties of DDIT during his overseas training
Review by: Harin Gunawardena	Review date: 2017-07-23	Mr Perera effectively covered the DDIT duties at a time of need. No issues were encountered during the period.	
Process Owner in e-HRM BPR Study	2013-02	2014-07	1. Learned BPR activities 2. Learned problems faced by other departments in service provision
Review by: Harin Gunawardena	Review date: 2017-07-23	Mr Perera helped in the BPR study project for e-HRM solution. He must be assigned a role in the implementation stage too.	

Comments/Notes

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Areas of Interest			
Area of Interest	Current Progress	Future Expectation	Target Year
e-Governance	Participated in BPR Studies	Implement e-HRM Solution	2018
Review by: Harin Gunawardena	Review date: 2017-07-23	Mr Perera helped in the BPR study project for e-HRM solution. He must be assigned a role in the implementation stage too.	
Quality enhancement of Public Service	Implemented S5 in my department	Conduct awareness in Public Service quality	2017
Review by: Harin Gunawardena	Review date: 2017-07-23	Introduction of S5 is a good initiative. However, you must ensure continuity of the concept. Several of the units are not fully compliant.	

Comments/Notes

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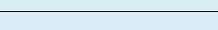
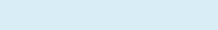
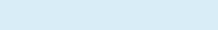
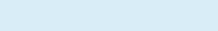

Career Plan				
Goal Set by	Planned Goal	Current Progress	Planned Activities	Target Year
Supervisor	Complete BSc in Computer Science/ICT for next promotion	Successfully Completed	N/A	2008
Review by: Harin Gunawardena	Review date: 2017-07-23	An MSc in this field is essential for the next promotion.		
Employer	Complete MSc in IT for next promotion	Registered for MSc @ UCSC	1. Complete study plan 2. Start final thesis	2018
Review by: Harin Gunawardena	Review date: 2017-07-23	Good initiative. Pls try to include e-governance if possible		
Employee	Conduct research on ICT and HRM	Research questionnaire preparation completed	1. Conduct workshop to gather data 2. Analyze research results	2017
Review by: Harin Gunawardena	Review date: 2017-07-23	This ia a good initiative. Pls include areas for improvement so that we can address them in e-HRM implementation		

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Feedback Analysis – for Previous 1 year			
Source	Area of Evaluation	Rating	Details
Customer	Service Quality	8.6/10	276 
			523 
			96 
			15 
			8 
Customer	Response Time	9.1/10	153 
			432 
			87 
			26 
			4 
Supervisors	Work Quality	8.8/10	1 
			2 
			0 
			0 
			0 
Peers	Team Spirit	8.9/10	10 
			22 
			1 
			0 
			0 

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Feedback Analysis – for Previous 1 year													
Source	Area of Evaluation	Rating	Details										
Peers	Domain Knowledge	9.5/10	<table border="1"> <tr><td>30</td><td>★ ★ ★ ★ ★</td></tr> <tr><td>5</td><td>★ ★ ★ ★ ☆</td></tr> <tr><td>2</td><td>★ ★ ★ ☆ ☆</td></tr> <tr><td>0</td><td>★ ★ ☆ ☆ ☆</td></tr> <tr><td>0</td><td>★ ☆ ☆ ☆ ☆</td></tr> </table>	30	★ ★ ★ ★ ★	5	★ ★ ★ ★ ☆	2	★ ★ ★ ☆ ☆	0	★ ★ ☆ ☆ ☆	0	★ ☆ ☆ ☆ ☆
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Subordinates	Leadership	7.5/10	<table border="1"> <tr><td>30</td><td>★ ★ ★ ★ ★</td></tr> <tr><td>15</td><td>★ ★ ★ ★ ☆</td></tr> <tr><td>58</td><td>★ ★ ★ ☆ ☆</td></tr> <tr><td>18</td><td>★ ★ ☆ ☆ ☆</td></tr> <tr><td>1</td><td>★ ☆ ☆ ☆ ☆</td></tr> </table>	30	★ ★ ★ ★ ★	15	★ ★ ★ ★ ☆	58	★ ★ ★ ☆ ☆	18	★ ★ ☆ ☆ ☆	1	★ ☆ ☆ ☆ ☆
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58	★ ★ ★ ☆ ☆												
18	★ ★ ☆ ☆ ☆												
1	★ ☆ ☆ ☆ ☆												
Subordinates	Fairness	9.1/10	<table border="1"> <tr><td>80</td><td>★ ★ ★ ★ ★</td></tr> <tr><td>25</td><td>★ ★ ★ ★ ☆</td></tr> <tr><td>1</td><td>★ ★ ★ ☆ ☆</td></tr> <tr><td>0</td><td>★ ★ ☆ ☆ ☆</td></tr> <tr><td>0</td><td>★ ☆ ☆ ☆ ☆</td></tr> </table>	80	★ ★ ★ ★ ★	25	★ ★ ★ ★ ☆	1	★ ★ ★ ☆ ☆	0	★ ★ ☆ ☆ ☆	0	★ ☆ ☆ ☆ ☆
80	★ ★ ★ ★ ★												
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