

Performance Review & Development System: All You Need to Know!!

Welcome to the new PRDS page.

The Challenge to Change is introducing a dedicated PRDS page to answer your most frequently asked questions about the new performance management system that has been introduced into the Barbados Public Service. This page will also seek to give some insight into the technical or theoretical aspects of the system, with the view to aiding practitioners with its implementation.

FAQ's

Q. “Does our agency have to wait for the PRDS Unit to implement the programme or can we implement the system ourselves?”

A. *The implementation of the PRDS is a joint effort between the PRDS Unit and your agency. All staff must be trained by the PRDS Unit before the system can be implemented. Ministries and Departments must have current job descriptions, procedures manual(s), a current organisational chart and an “active” strategic plan, out of which flows unit and individual work plans. The PRDS Unit will give technical assistance where necessary.*

Did You Know?

“that effective 1st April 2007 those agencies which have been trained in the PRDS and have been using the system since 2002 will be required to submit the PRDS appraisal forms to the Personnel Administration Division with respect to human resource management decision making, including appointments, promotions, and transfers?”

Know your Terms?

A job description is a written document that clearly outlines the role, responsibility and the authority vested in a given job in a work place. While most agencies have re-examined their operations and modified the list of duties of many officers, they still need to prepare job descriptions according to the PRDS guidelines.

Do you have a job description or a list of duties?

Listed below are the elements of an approved job description and sources where this information may be found

Element	Source
Name of the organisation	The official name of the Ministry or Department is given in relevant legislation or issued by Cabinet Office
Title of the Post / Salary scale	Most recent Civil Establishment Order or in formal correspondence issued by the Ministry of the Civil Service in creating the post
Position	As above, and from a positional organisational chart
Reports to	As given in organisational chart
Supervises	As given in organisational chart
Summary of Core functions	A statement or statements of what the job contributes to the mission and vision of the organisation
Authority & Responsibility	Authority refers to what the person in the position has the power to do. Responsibility refers to what and/or whom the officer is responsible for in order to satisfy the basic functions of the post.
List of Duties	Activities that the officer in this post must perform, the specific standards required and the time frame in which they

	must be done in order to achieve the basic functions.
Educational Requirements	Civil Establishment (Qualifications) Order
Knowledge Requirements	The range of information required to perform the duties of the post effectively. This should be written in specific statements for each post.
Skills / Abilities	The skills, abilities required in order to accomplish list of duties. E.g. Computer proficiency, good interpersonal relationships, and good oral and written communication etc.
Physical Environment	The Physical environment in which the tasks for this position are to be completed/physical capacities required to perform tasks assigned to the post should be stated. Stress conditions or any other aspects of the job that affect a normal lifestyle should also be stated.
Desirable Traits	Are those traits that a person is expected to exhibit in order to contribute to the smooth functioning of the organisation.

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- ***PRDS - helping to...
build stronger communication between workers and management.***