

Definition of Duty

Duties are the work activities which personnel have to do as required by their positions, roles and responsibilities. It includes the qualitative and quantitative value of the job that has been carried out. It also includes the time the job takes and the effective use of resources in carrying out the job in the most cost-effective way.

How the duties are scored.

The duties agreed upon with the personnel are evaluated and scored if they are carried out in compliance with such criteria as quality, quantity, timing and effective use of sources together with the monitoring and feedback information.

Definition of Competency

Competencies are the measurable and observable attitudes, behaviours, actions, knowledge and skills that personnel are expected to have to carry out their duties

How the competencies are scored.

Competencies of personnel working in the Ministry of Justice are evaluated and scored against the openness, integrity, fairness and reliability criteria and based on monitoring and feedback.

How the overall score is calculated.

During the end year evaluation, those competencies and duties that were set at the beginning of the year in the planning meeting are scored as 50 points for competencies and 50 points for duties by checking if the duties and competencies are met. The total score is obtained by adding the scores of competencies and duties together.



PERFORMANCE EVALUATION USER GUIDE

What is Performance Evaluation?

Determining the potential of personnel to have justice services in a qualified and effective way, measuring if it is in compliance with the pre-set criteria and competencies.

Who Does It Apply To?

Civil servants employed as per the Law on Civil Servants numbered 657 and to the contracted personnel subject to the Decree with Power of Law No 399, reserving the regulations in special laws.

Why It is Important.

To increase the quality of work and to increase the efficiency and motivation of personnel and to identify gaps in the performance of personnel and to distinguish between the levels of performance of personnel; those who contribute most and least.

To increase the confidence in the justice system and prestige.

What Will Be Assessed

The duties and competencies of personnel will be evaluated against some predetermined criteria in order to identify their success, efficiency and efforts as well as needs for further improvement in a specific period.

9. How often should feedback be given.

Twice or, if necessary, more in a year on a regular basis.

Overview of the Performance Evaluation Process

1) First the evaluator and personnel meet together to make a plan. They think about the work that will be completed in the year ahead – this is similar to division of work. They decide together on the things to be done throughout the year - the duties and the competencies. At this stage they discuss and agree a plan that is a contract between them.

2) Throughout the year performance will be monitored by the evaluator, and regular feedback will be provided in a suitable environment.

Exceptional feedback meetings can also be organised. With these feedbacks, the evaluator will talk to the personnel about strengths and weaknesses. Thus, personnel will be given the chance to improve himself/herself more.

3) Scoring will be made at the end of the year and, based on the overall performance, personnel will receive feedback. Throughout the year the evaluator gathers evidence of performance and scoring happens at the end of the year; it is based on concrete evidence, not abstract thoughts and feelings.

4) The main point in this system is to have everything transparent. Scores will be given as A, B, C and D. There has to be at least one, preferably two, annual feedback meetings. This can be based on circumstances at the time.

5) This system will help personnel to improve himself/herself and see strengths and weaknesses. It helps working professionally and distinguishing between personnel who perform well and who do not.

6) Personnel have a right to raise an objection with a second line manager if they do not agree with the final score of the evaluator at the end of the evaluation period.

How to monitor

The line manager follows up the work of the personnel (through UYAP, physically checking on hard copy files and etc.) through regular checks/audits (frequency will be determined based on the duty, its importance and urgency etc.) as per the description of supervision job of the manager

Objection Process

If the personnel thinks that the score given to him/her is not fair, an objection can be made to the second line manager within five days after the notification of the score. The second line manager considers the objection within five days and, upon deciding that it is a serious case, asks the first line manager in a written form to re-evaluate personnel. The score given by the first line manager following re-evaluation is final.