



# JOURNAL OF LAWS OF THE REPUBLIC OF POLAND

Warsaw, the 12<sup>th</sup> of August 2015

Item 1144

## REGULATION

**THE PRIME MINISTER OF THE REPUBLIC OF POLAND**

of 23 July 2015

**on detailed terms and procedure of the first evaluation in Civil Service**

On the basis of Art. 38.4 of the Act of 21 November 2008 on Civil Service (Journal of Laws of 2014, items 1111 and 1199; and of 2015, item 211), the following is hereby ordered:

**§ 1.** The Regulation sets forth the detailed conditions and method of performing the first evaluation in the Civil Service, hereinafter referred to as “first evaluation”, including:

- 1) method and procedure of the first evaluation;
- 2) conditions for awarding positive or negative evaluation;
- 3) sheet template for the first evaluation;
- 4) scope and template of the form of the report related to the tasks implemented by a civil servant being evaluated over the period of employment, hereinafter referred to as “report”.

**§ 2.** The first evaluation of a civil servant, hereinafter referred to as “evaluated person”, shall be performed taking into account:

- 1) attitude of the evaluated person, their commitment and progress at work, relations with associates and timely execution of tasks. The foregoing shall be evaluated using the following evaluation elements:
  - a) reliability,
  - b) use of knowledge and professional development,
  - c) work organisation and attitude focused on achieving goals,
  - d) communication,
  - e) co-operation,
- 2) result of the preparatory service exam, if the evaluated person was obliged to take such an exam;
- 3) report prepared by the evaluated person.

**§ 3.** Within 21 days from the date of establishing an employment relationship with the evaluated person, and in the case of an evaluated person who is employed as a substitution to an absent civil service corps member – within 21 days from the date of establishing by the parties to the employment relationship that the evaluated person shall be subject to the first evaluation, the immediate superior shall conduct with the evaluated person an initial interview, during which the immediate superior shall:

- 1) notify the person assessed of the method of performing the first evaluation;
- 2) discuss with the evaluated person main obligations arising from the job description for the post held by the evaluated person and expectations as to the method of performance of the said obligations;
- 3) discuss with the evaluated person the expectations as to the attitude, commitment and progress at work of the evaluated person, their relations with associates, and timely execution of tasks, taking into account the descriptions of evaluation elements stipulated in Appendix no. 1 hereto;
- 4) set the time frame for report submission.

§ 4. 1. The time frame for report submission, indicating the starting and closing dates of the specified period, shall be determined in such a way that it falls 8 months after the date of establishing employment relationship with the evaluated person and so that the first evaluation can be made within the time frame indicated in Art. 38.1 of the Act of 21 November 2008 on Civil Service, hereinafter referred to as "Act".

2. The immediate superior shall enter the following information into the first evaluation sheet, hereinafter referred to as "sheet":

- 1) time frame of the initial interview conducted;
- 2) time frame designated for report submission;
- 3) period in which the first evaluation should be made.

3. The evaluated person shall confirm by signature that the initial interview with them has been conducted and they have learned of the time frame designated for report submission.

4. Following the activities referred to in Paragraphs 1 to 3, the immediate superior shall give to the evaluated person a copy of Part I and II of the sheet.

5. Sheet template is stipulated in Appendix no. 2 to this Ordinance.

§ 5. 1. In justified cases, the immediate superior shall designate a new time frame for report submission in connection with the justified absence at work of the evaluated person or performance of official duties outside the workplace, extending the existing time frame by a period of the said absence or performance of official duties outside the workplace.

2. The immediate superior shall designate a new time frame for report submission in the case of extension of the duration of an employment contract under the circumstances indicated in Art. 35 (4) of the Act.

3. The immediate superior shall designate a new time frame for submitting a report referred to in Paragraph 1 or 2, in such a way that it is possible to make the first evaluation no later than one month prior to the termination of the employment relationship.

4. The immediate superior shall notify the evaluated person in writing of designation of a new time frame for report submission and attach a copy of the document to the sheet.

§ 6. 1. The report shall cover a period during which the evaluated person worked, no shorter than 7 months.

2. The evaluated person shall describe in the report:

- 1) job description tasks and possibly other significant tasks that they performed within the period of work;
  - 2) problems which they encountered in the course of performance of tasks and the method for resolving them;
  - 3) acquired skills and knowledge;
  - 4) conclusions related to improvement of the task performance method
3. Report form template is stipulated in Appendix no. 3 hereto.

§ 7. The first evaluation shall involve:

- 1) conducting an evaluation interview in the scope referred to in § 2, during which the immediate superior may also discuss the directions for future professional development and needs of the evaluated person;
- 2) awarding periodical evaluations for attitude of the evaluated person, their commitment and progress at work, relations with associates and timely execution of tasks, corresponding to the level of fulfilment of each evaluation element by the evaluated person, taking into account their description;
- 3) establishment of cumulative evaluation being the arithmetic mean of periodical evaluations referred to in point 2;
- 4) awarding the first evaluation, either positive or negative.

§ 8. 1. The immediate superior shall conduct with the evaluated person an evaluation interview immediately following submission of the report by the evaluated person or after the lapse of the time frame indicated for report submission.

2. The head of organisational unit in which the evaluated person is employed may participate in the interview.

§ 9. 1. The evaluations referred to in § 7 point 2 shall be awarded according to the following point scale:

- 1) 3 points – below expectations;
- 2) 5 points – as expected;

- 3) 7 points – above expectations.
2. In carrying out the first evaluation, conclusions from the evaluation interview shall be taken into account.
3. The immediate superior shall enter evaluations, referred to in § 7 point 2 and 3, into the spreadsheet.

**§ 10.** 1. The condition for awarding the first positive evaluation shall involve:

- 1) passing the preparatory service examination;
  - 2) submitting report within the indicated time frame;
  - 3) obtaining no more than one periodical evaluation referred to in § 7 point 2, in the amount of 3 points;
  - 4) obtaining an evaluation referred to in § 7 point 3, that is not lower than 5 points.
2. The first negative evaluation shall be awarded if the conditions referred to in Paragraph 1 are not fulfilled. 1.
  3. The condition referred to in Paragraph 1 point 1 shall not be applicable with regard to the evaluated person being:
    - 1) a graduate of the National School of Public Administration who has not put forward an application for appointment to the Civil Service;
    - 2) a civil servant employed as a substitution of an absent civil service corps member, subject to the first evaluation;
    - 3) a civil servant holding a senior position in the civil service.

4. In the case of awarding the first negative evaluation, the immediate superior shall draw up a statement of reasons for the evaluation granted.

5. The immediate superior may draw up a statement of reasons for the first positive evaluation granted.

6. In the case of awarding the first positive evaluation, the immediate superior, in agreement with the head of organisational unit in which the evaluated person is employed, may draw up conclusions in the sheet related to professional development of the evaluated person.

**§ 11.** 1. The immediate superior shall immediately make the first evaluation available to the person assessed.

2. Following the activities, referred to in Paragraph 1, the original copy of the sheet, along with the report and documents related to the changed time frames, shall be incorporated into personal files of the evaluated person, and the copy of the sheet shall be delivered to the person assessed.

**§ 12.** The current provisions shall be applicable with regard to conducting the first evaluation of the evaluated person who was employed prior to the date of entry into force of the Regulation.

**§ 13.** The Regulation of the Prime Minister of the Republic of Poland on detailed terms and procedure of the first evaluation in Civil Service (Journal of Laws, No. 94, item 772) of the 15<sup>th</sup> of June 2009 shall hereby expire.

**§ 14.** The Regulation shall enter into force 14 days after the date of publication.

The Prime Minister of the Republic of Poland: *E. Kopacz*

**Appendix 1**

## DESCRIPTIONS OF THE EVALUATION ELEMENTS

<b>EVALUATION ELEMENT</b>	<b>DESCRIPTION</b>
1. RELIABILITY	<ul style="list-style-type: none"> <li>- Performance of tasks in accordance with the applicable standards (provisions, rules, procedures) and care for the quality of results.</li> <li>- Fulfilment of commitments (implementation of tasks) within the indicated time frame.</li> </ul>
2. USE OF KNOWLEDGE AND PROFESSIONAL DEVELOPMENT:	<ul style="list-style-type: none"> <li>- Use of knowledge during implementation of the tasks on the work position held.</li> <li>- Improvement of knowledge and skills necessary for the implementation of tasks on the work position held, in particular seeking and acquiring knowledge, making use of best practices and experience of other people.</li> <li>- Use of available information sources, solutions and technologies.</li> </ul>
3. WORK ORGANISATION AND ATTITUDE FOCUSED ON ACHIEVING GOALS:	<ul style="list-style-type: none"> <li>- Specification of the mode of implementation of tasks/goals.</li> <li>- Implementation of tasks/goals in accordance with their importance and urgency (setting operational priorities).</li> <li>- Selection of necessary resources enabling the implementation of tasks/goals.</li> <li>- Adjustment to changing circumstances.</li> <li>- Persistence and commitment in implementation of tasks/goals.</li> </ul>
4. COMMUNICATION	<ul style="list-style-type: none"> <li>- Focusing on utterance of the interlocutor and care for mutual understanding.</li> <li>- Speaking in a clear and precise manner corresponding to the situation and interlocutor (selection of style, language and content)</li> <li>- Making written utterances adjusted to the situation and recipient (selection of style, language and content) in a clear and precise manner.</li> <li>- Presentation of convincing arguments corresponding to the situation.</li> </ul>
5. CO-OPERATION	<ul style="list-style-type: none"> <li>- Engaging in activities implemented jointly with other people, if possible.</li> <li>- Care for flow of information.</li> <li>- Care for good co-operation atmosphere and openness.</li> <li>- Recognition of input of other people.</li> <li>- Taking into account the opinions of other people.</li> <li>- Sharing knowledge and experience.</li> </ul>

## TEMPLATE

**FIRST EVALUATION SHEET IN THE CIVIL SERVICE.**

## I. GENERAL PART

OFFICE	
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**EVALUATED PERSON DATA**

First Name	
Last Name	
Organisational unit	
Work position	
Establishment of employment relationship <sup>12</sup>	<i>(dd/mm/yyyy)</i>

**DATA OF THE IMMEDIATE SUPERIOR**

First name	
Last name	
Organisational unit	
Work position	

**DATA OF THE HEAD OF ORGANISATIONAL UNIT**

First name	
Last name	
Organisational unit	
Work position	

## II. INITIAL INTERVIEW

Date of the initial interview	<i>(dd/mm/yyyy)</i>
The time frame indicated for the submission of the report related to the tasks implemented by the evaluated person within the period of employment	<i>from (dd/mm/yyyy) — to (dd/mm/yyyy)</i>
The period in which the first evaluation in the Civil Service should be made	<i>from (dd/mm/yyyy) — to (dd/mm/yyyy)</i>

*We hereby confirm that the initial interview has taken place, the time frame for report submission has been indicated and the evaluated person has been notified thereof.*

*location*                      *date (dd/mm/yyyy)*                      *signature of the immediate superior*

*location*                      *date (dd/mm/yyyy)*                      *signature of the evaluated person*

<sup>12</sup>In the case of an evaluated person employed as a substitution of an absent Civil Service corps member - date on which the parties to the employment relationship agreed that the evaluated person shall be subject to the first evaluation.

## III. EVALUATION INTERVIEW

Date of the evaluation interview			
<i>(dd/mm/yyyy)</i>			
We hereby confirm that the evaluation interview has taken place and all required issues has been discussed in it3.			
<i>location</i>	<i>date (dd/mm/yyyy)</i>	<i>first name and last name or stamp of the immediate superior</i>	<i>signature of the immediate superior</i>
<i>location</i>	<i>date (dd/mm/yyyy)</i>	<i>first and last name and stamp of the evaluated person</i>	<i>signature of the evaluated person</i>

## IV. EVALUATION OF THE ATTITUDE OF THE EVALUATED PERSON, THEIR COMMITMENT AND PROGRESS AT WORK, RELATIONS WITH ASSOCIATES, AND TIMELY EXECUTION OF TASKS

EVALUATION ELEMENTS <sup>4</sup>	PERIODICAL EVALUATION ( <i>place "X" in the relevant field</i> )		
	below expectations	as expected	above expectations
	3 points	5 points	7 points
1. Reliability			
2. Use of knowledge and professional development			
3 Work organisation and attitude focused on achieving goals:			
4. Communication			
5. Cooperation			
CUMULATIVE EVALUATIONS <sup>5</sup>			

## V. FIRST EVALUATION IN THE CIVIL SERVICE

THE EVALUATED PERSON PASSED THE PREPARATORY SERVICE EXAMINATION ( <i>place "X" in the relevant field</i> )			
YES		NO	NOT APPLICABLE <sup>6</sup>

THE REPORT HAS BEEN SUBMITTED WITHIN THE INDICATED TIME FRAME (*place "X" in the relevant field*)

YES		NO	
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FIRST EVALUATION IN THE CIVIL SERVICE (*place "X" in the relevant field*)

POSITIVE <sup>7</sup>		NEGATIVE	
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3 During the evaluation interview, the following shall be discussed:

- attitude of the evaluated person, their commitment and progress at work, relations with associates and timely execution of tasks, which are subject to evaluation via the evaluation elements,
- result of the preparatory service examination, if the evaluated person was obliged to take this examination,
- report prepared by the evaluated person.

It is also possible to discuss the directions for future professional development and needs of the evaluated person.

4 Descriptions of the evaluation elements are stipulated in Appendix no. 1 to Regulation of the Prime Minister of the Republic of Poland on detailed terms and procedure of the first evaluation in Civil Service (Journal of Laws item 1144).

5 Cumulative evaluation is the arithmetic mean of all periodical evaluations.

6 Not applicable to the evaluated person, who is:

- a graduate of the National School of Public Administration and has not put forward an application for appointment to the Civil Service;
- a civil servant, employed as a substitution of an absent civil service corps member, subject to the first evaluation;
- a civil servant holding a senior position in the civil service.

7 A positive first evaluation shall be awarded to the evaluated person who met the following conditions:

- passed the preparatory service examination, unless they were not obliged to take this examination
- submitted the report within the indicated time frame,
- acquired no more than one periodical evaluation amounting to 3 points for attitude, commitment and progress at work, relations with associates, and timely execution of tasks,
- acquired a cumulative evaluation of no less than 5 points for attitude, commitment and progress at work, relations with associates, and timely execution of tasks,

JUSTIFICATION OF THE EVALUATION AWARDED

VI. MOTIONS RELATED TO PROFESSIONAL DEVELOPMENT OF THE EVALUATED PERSON

MOTIONS RELATED TO PROFESSIONAL DEVELOPMENT OF THE EVALUATED PERSON <sup>8 9</sup>

CONFIRMATION OF THE FIRST EVALUATION IN THE CIVIL SERVICE			
<i>location</i>	<i>date (dd/mm/yyyy)</i>	<i>first name and last name or stamp of the immediate superior</i>	<i>signature of the immediate superior</i>
<i>location</i>	<i>date (dd/mm/yyyy)</i>	<i>first name and last name or stamp of the head of organisational unit</i>	<i>signature of the head of organisational unit</i>

<i>I have been notified of the first evaluation in the Civil Service.</i>			
<i>location</i>	<i>date (dd/mm/yyyy)</i>	<i>first and last name and stamp of the evaluated person</i>	<i>signature of the evaluated person</i>

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8 If a negative first evaluation is awarded, justification of the evaluation is mandatory, and in the case of the first positive evaluation - it is optional. Justification of the evaluation awarded may consist in a general discussion of the evaluation or a detailed reference to all periodical evaluations, or only some of them.  
 9 Motions related to professional development of the evaluated person shall be drawn up voluntarily - only in the case of awarding a positive first evaluation. Among other things, the scope of knowledge to be extended, skills to be developed, and offered forms of professional development of the evaluated person shall be determined.

## Appendix no. 3

## TEMPLATE

**REPORT FORM RELATED TO THE TASKS IMPLEMENTED  
BY THE EVALUATED PERSON WITHIN THE PERIOD OF EMPLOYMENT**

OFFICE	
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**EVALUATED PERSON DATA**

First name	
Last name	
Organisational unit	
Work position	
The time frame indicated for report submission related to the tasks implemented by the evaluated person within the period of employment	from (dd/mm/yyyy) -to (dd/mm/yyyy)

REPORT RELATED TO THE TASKS IMPLEMENTED BY THE EVALUATED PERSON WITHIN THE PERIOD OF EMPLOYMENT<sup>10\*</sup>

<i>location</i>	<i>date (dd/mm/yyyy)</i>	<i>signature of the evaluated person</i>

<sup>10</sup> Present job description tasks and other significant tasks that the evaluated person performed within the period of employment, problems they faced while implementing the tasks and the method of their solution, and new acquired skills and knowledge as well as conclusions related to the improvement of the method of implementation of tasks.