

Outline of the Ordinance Concerning the Standards and Methods of Personnel Appraisal System

1. Contents

(1) Methods for Personnel Evaluation and Related Matters: The two methods stated below should be adopted

- Personnel evaluation through competency and performance evaluations (Periodical Evaluation)
- Personnel evaluation through the competency evaluation to decide if employees in a conditional period of appointment have sufficient ability to perform their duties satisfactorily so that the conditional appointment can be made regular (Special Evaluation).
 - ★ Competency Evaluation: Conducted to evaluate the degree of ability that an employee has demonstrated to perform his/her duties, according to the evaluation items designed in advance, during a certain period of time (Evaluation period: From October 1 to September 30 of the next year).
 - ★ Performance Evaluation: Conducted to evaluate the degree of attainment of the employee's goals, set and notified to him/her in advance as his/her role (Evaluation period: From October 1 to March 31 of the next year; From April 1 to September 30).

(2) Major procedures for Personnel Evaluation

1. Interview to determine the roles to be played by the employee to be evaluated: The roles for the evaluated are to be determined at the start of the Performance Evaluation period through an interview between the evaluator and the evaluated, and the goals to be attained and other necessary matters should be set.
2. Self Report: The evaluator is to make an evaluation report on matters that are necessary to grasp how well he/she has shown his/her ability or what results he/she has achieved in performing his/her duties during a certain evaluation period.
3. Evaluation: The evaluator is to give the evaluation results on the performance.
4. Adjustment: The coordinator is to make adjustments to the evaluation results that the evaluator has made.
5. Confirmation: The licensee is to confirm the adjustment that the coordinator has made.
6. Disclosure of the evaluation results: The evaluation results are disclosed to the evaluated.
7. Interview to provide direction and/or advice according to the evaluation results:

Appropriate direction and/or advice are provided to the evaluated according to the disclosed evaluation results and the facts that have supported the evaluation.

8. The licensee is to appropriately respond to grievances related to Personnel Evaluation including the ones submitted by evaluated employees.

2. Enforcement Date

This ordinance is enforced on the day the Act on Partial Revision of the National Public Service Act, etc. is enforced: (April 1, 2009)