DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

INTERIM PERFORMANCE ASSESSMENT QUESTIONNAIRE FOR THE PERIOD 1 April 2002 TO 31 March 2003: AWARDING OF PAY PROGRESSION ON 1 July 2003

A. PERSONAL PARTICULARS

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PERSAL NUMBER

SURNAME: ____________________________
FIRST NAME: __________________________
JOB TITLE: __________________________
PRESENT SALARY NOTCH: __________________
DATE OF ENTRY INTO SALARY NOTCH: __________________

SALARY LEVEL: ____________________________

CORE: __________________ OCCUPATIONAL CLASSIFICATION CODE: _______

INSTITUTION: __________________ DIRECTORATE: __________________
### B. PERFORMANCE ASSESSMENT (Mark appropriate block with a cross)

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<th>CRITERIA</th>
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<tbody>
<tr>
<td>1. SENSE OF DUTY</td>
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<td>The way in which he/she executes his or her tasks and his or her sense of duty towards utilising official time as well as willingness to accept responsibility.</td>
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<td>2. CORRECTNESS</td>
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<td>The extent to which he/she conducts himself or herself correctly and with discretion in applying policies, functional knowledge, measures, rules and/or the utilisation of property and monies.</td>
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<td>3. ADAPTABILITY</td>
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<td>The extent to which he/she is able to reorganise his/her work to adapt to changing circumstances and deal with differences of opinions and groups.</td>
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<td>4. QUALITY</td>
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<td>The extent to which his/her work conforms to standard (accuracy, precision and neatness) that are set for his/her job.</td>
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<td>5. INITIATIVE</td>
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<td>The extent to which he/she generates new ideas and improvises where circumstances require it. And the extent to which she/he will attend to tasks without being formally told to do so.</td>
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<td>6. PERFORMANCE</td>
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<td>The extent to which he/she is able to demonstrate his/her ability to utilise acquired skills, knowledge and experience to execute his/her functions.</td>
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**TOTAL SCORE**

/24

**PERCENTAGE**

/100%

**Note:**

- An employee who in terms of this assessment does not qualify for pay progression on 1 July 2003, must be subjected to a comprehensive performance assessment to validate this assessment for purpose of pay progression with effect from 1 July 2003.

### PERFORMANCE RATING SCALE

1 – Poor
2 – Satisfactory
3 – Good
4 – Excellent

**SCORE CLASSIFICATIONS:**

- 0% to 49%: Employee does not qualify for pay progression on 1 July 2003
- 50% to 100%: Employee qualifies for pay progression on 1 July 2003
C. COMMENT BY REPORTING OFFICER/SUPERVISOR

I hereby certify that the employee qualifies to be awarded the next higher notch within the salary level applicable to him/her on 1 July 2003.

FURTHER COMMENTS:

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

SIGNATURE            RANK            DATE

(REPORTING OFFICER/SUPERVISOR)

COMMENTS BY EMPLOYEE.

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

EMPLOYEE            RANK            DATE
I hereby certify that the employee does not qualify for pay progression on 1 July 2003, as he/she had a disciplinary/misconduct/charge against them, or was absent from their workstation during the period of assessment due to suspension, etc (delete whichever is not applicable).

FURTHER COMMENTS:

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

SIGNATURE ...........................................  RANK ...........................................  DATE ......................................

(REPORTING OFFICER/SUPERVISOR)

NOTED

SIGNATURE ...........................................  RANK ...........................................  DATE ......................................

(EMPLOYEE)