

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

--	--	--	--	--	--	--	--

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)

CRITERIA	1	2	3	4
1. SENSE OF DUTY 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.				
2. CORRECTNESS The extent to which the 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				
3. ADAPTABILITY 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.				
4. QUALITY The extent to which his/her work conforms to standard (accuracy, precision and neatness) that are set for his/her job				
5. INITIATIVE 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.				
6. PERFORMANCE 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.				
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 CLASSIFICATIOS:

- 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
----------	------	------

D.TO BE COMPLETED FOR THOSE EMPLOYEES WHO DO NOT QUALIFY PAY PROGRESSION ON 1 JULY 2003

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
(REPORTING OFFICER/SUPERVISOR)

RANK

DATE

NOTED

SIGNATURE
(EMPLOYEE)

RANK

DATE