

ANNEXURE E: HALF-YEARLY REVIEW FORM

SEPTEMBER REVIEW FORM

Purpose: To review, summarise and develop the work performance off all employees.

(Following completion of this form, a copy must be forwarded to the Section: People Management.)

NAME:	SUPERVISOR/PROJECT LEADER:
JOB TITLE:	COMPONENT:
DATE OF REVIEW:	SALARY LEVEL:

A. KEY RESULT AREAS (KRAs)
(Rate all the KRAs included in the performance agreement)

KRAs	Weighting	Own Assessment (1-5)	Supervisor's assessment (1-5)
1.			
2.			
3.			
4.			
5.			
TOTAL	100 %		

NOTE: WEIGHTING OF KRAs MUST TOTAL 100%

This rating is based on my personal knowledge and observation of the employee's performance. This rating has been discussed with me.
 Supervisor/Project Leader Date:..... Employee Date:.....

B. GENERIC ASSESSMENT FACTORS (GAFs):

(Rate the GAFs/CMCs agreed upon in the performance agreement)

GAF	Weighting	Own rating (1-5)	Supervisor's rating (1-5)
1.			
2.			
3.			
4.			
5.			
TOTAL	100%		

NOTE: WEIGHTING OF GAF'S MUST TOTAL 100%

(The Excel calculator can be used to calculate a total score, and the ration between KRAs and GAFs is 80%/20%)

C. DEVELOPMENTAL AREAS

Specify areas in which the employee was developed as indicated in the Performance Agreement and Personal Development Plan, if not developed, state reasons why and specify dates when will this take place.

This rating is based on my personal knowledge and observation of the employee performance.

Supervisor/Project Leader.....

Date:

This rating has been discussed with me.

Employee

Date

