

ANNEXURE F

PERFORMANCE ASSESSMENT INSTRUMENT

Annual Performance Assessment Instrument

The manager must forward the completed form to the Section: People Management for filing immediately after completion.

C O N F I D E N T I A L

Period under review

Surname and initials

Job title

Remuneration level

Persal no.

Component

Date of appointment to current remuneration level

Race African Coloured Indian White

Gender Male Female

Disability (Specify, if applicable)

(Tick the appropriate box)

Probation	Extended probation	Permanent	Contract
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART 1 – COMMENTS BY RATED EMPLOYEE

(To be completed by the Employee prior to assessment. If the space provided is insufficient, the comments can be included in an attachment)

1. During the past year my major accomplishments as they related to my performance agreement were:

.....

.....

2. During the past year I was less successful in the following areas for the reasons stated:

.....

.....

Signatures :
Employee : **Date:**..... **Supervisor:** **Date:**.....

PART 2 – PERFORMANCE ASSESSMENT

Standard Rating Schedule for KRAs and GAFs

Rating	Category	%	Description
1	UNACCEPTABLE PERFORMANCE	69% and below	Performance does not meet the standard expected for the job. The review/assessment indicates that the jobholder has achieved <u>less than fully effective results against almost all</u> of the performance criteria and indicators as specified in the Performance Agreement and Workplan.
2	PERFORMANCE NOT FULLY EFFECTIVE	70% - 99%	Performance meets some of the standards expected for the job. The review/assessment indicates that the jobholder has achieved <u>less than fully effective results against more than half</u> of the performance criteria and indicators as specified in the Performance Agreement and Workplan.
3	FULLY EFFECTIVE (and slightly above expectations)	100% - 114%	Performance fully meets the standard expected in all areas of the job. The review / assessment indicates that the jobholder has achieved as a minimum <u>effective results against all</u> of the performance criteria and indicators as specified in the Performance Agreement and Workplan.
4	PERFORMANCE SIGNIFICANTLY ABOVE EXPECTATIONS	115% - 129%	Performance is significantly higher than the standard expected in the job. The review/assessment indicates that the jobholder has achieved <u>better than fully effective results against more than half</u> of the performance criteria and indicators as specified in the Performance Agreement and Workplan and fully achieved all others throughout the performance cycle.
		130% - 149%	
5	OUTSTANDING PERFORMANCE	150% - 167%	Performance far exceeds the standard expected of a jobholder at this level. The review/assessment indicates that the jobholder has achieved <u>better than fully effective results against all</u> of the performance criteria and indicators as specified in the Performance Agreement and Workplan and maintained this in all areas of responsibility throughout the performance cycle.

Rating of KRAs by Supervisor and Employee:

KEY RESULT AREAS	Weight (%)	Own rating (1- 5)	Supervisor Rating (1- 5)	Mod. Com. rating (1- 5)
1.				
2.				
3.				
4.				
5.				
Total (NOTE : Weighting of KRAs must total 100%)	100%			
Score according to calculator: Employees on level 1-12:	80%			

2

Signatures :

Employee : Date:..... Supervisor:Date.....

Rating of GAFs by Supervisor and Employee:

GENERIC ASSESSMENT FACTORS - GAFs)	Weight (%)	Own rating (1-5)	Supervisor rating (1- 5)	Mod. Com. rating (1-5)
1.				
2.				
3.				
4.				
5.				
Total (NOTE : Weighting of GAFs must total 100%)	100%			
Score according to calculator GAFs employees on level 1 – 12:	20%			

FINAL SCORE

GRAND TOTAL	OWN RATING	SUPERVISOR'S RATING	MODERATING COM'S RATING	
KRA + GAF (80% + 20%) for levels 1-12				

PART 3 - DEVELOPMENT, TRAINING, COACHING, GUIDANCE AND EXPOSURE NEEDED

(To be completed by Supervisor in consultation with Employee)

Signatures :

Employee : **Date:**..... **Supervisor:****Date:**.....

