

Performance Assessment Criteria & Procedure

1 Descriptors and standards for rating KRAs

When assessing the KRAs of HoDs, the following standard four-point rating scale must be used to assess performance for the period under review:

RATING	CATEGORY	DESCRIPTION
1	NOT EFFECTIVE	Performance does not meet the standard expected for the job and is below partially effective. The review/assessment indicates that the jobholder has achieved less than [partially effective] fully effective results against all or almost all of the performance criteria and indicators as specified in the Performance Agreement and Workplan.
2	PARTIALLY EFFECTIVE	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 (partially achieved) more than half</u> of the performance criteria and indicators as specified in the Performance Agreement and Workplan.
3	FULLY EFFECTIVE	Performance fully meets the expected standards job. The review / assessment indicates that the jobholder has achieved as a minimum <u>effective results against all</u> and occasionally exceeds some of the performance criteria and indicators as specified in the Performance Agreement and Workplan.
4	HIGHLY EFFECTIVE	Performance has consistently exceeds the expected standard of the job. The review/assessment indicates that the jobholder has achieved <u>above fully effective results against all</u> of the performance criteria and indicators as specified in the PA and Workplan and maintained this in all areas of responsibility throughout the performance cycle.

The scoring of the KRAs are be illustrated as follows:

Programme Performance (KRAs)			
KRA	Weight	Rating	Score
1. Example: Corporate service	10%	3	0.3
2			
3			
4			
5			
100%			
KRA weight	30%		
KRA SCORE			