

**Chief Director and Directors MID-YEAR Performance Assessment Template**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the SMS member** |  | **Province (if applicable)** |  |
| **Persal number** |  | **Performance cycle** |  |
| **Name of the Supervisor** |  | **Period under Assessment** | April - March |
| **Name of Department** |  | | |

**Employee performance: key result Areas**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **KRA NO 1:** | | | | | |
| **ACTIVITIES** | **PERFORMANCE MEASURES** | | **SMS Rating** | **Supervisor Rating** | **Agreed Rating** |
| **TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **KRA NO 2:** | | | | | |
| **ACTIVITIES** | **PERFORMANCE MEASURES** | | **SMS Rating** | **Supervisor Rating** | **Agreed Rating** |
| **TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **KRA NO 3:** | | | | | |
| **ACTIVITIES** | **PERFORMANCE MEASURES** | | **SMS Rating** | **Supervisor Rating** | **Agreed Rating** |
| **TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **KRA NO 4:** | | | | | |
| **ACTIVITIES** | **PERFORMANCE MEASURES** | | **SMS Rating** | **Supervisor Rating** | **Agreed Rating** |
| **TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **KRA NO 5:** | | | | | |
| **ACTIVITIES** | **PERFORMANCE MEASURES** | | **SMS Rating** | **Supervisor Rating** | **Agreed Rating** |
| **TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Competencies: Personal Development Plan**

If any of the CMCs indicates **YES** for development required the PDP must be amended.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Core Management Competencies** | **Process Competencies** | **Developmental required?**  **Yes/No** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

|  |
| --- |
| **Comment by the SMS Member on his/her performance** |
|  |

|  |
| --- |
| **Comment by the Supervisor** |
|  |

SMS Member’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor' signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_