

CALCULATION OF FINAL ASSESSMENT AND/OR EVALUATION SCORE

The **HOD evaluation instrument** provides for four main elements for assessment: In each scorecard the elements (e.g. KRAs) are weighted to a total of 100%. After each element has been rated in accordance with the descriptors provided for each dimension, the rating for each as well as the overall combined score must be interpreted as follows:

CATEGORY	DESCRIPTION
NOT EFFECTIVE (67% 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 all or almost all</u> of the performance criteria and indicators as specified in the Performance Agreement and Workplan.
PARTIALLY 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 (partially achieved) more than half</u> of the performance criteria and indicators as specified in the Performance Agreement and Workplan.
FULLY EFFECTIVE (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.
HIGHLY EFFECTIVE (115% and above)	Performance far exceeds the standard expected of a jobholder at this level. 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.

*Note: Assessment should not be based solely on the achievement /rating of overarching KRAs but in terms of each activities in the workplan in realising the KRA as a whole.

The draft scoring calculator is as given below:

HOD PMDS CALCULATOR

Department:

Annual Performance Assessment

Assessment Rating Calculator

Name:

Cycle: to

KEY RESULT AREAS			
No	Weight	Rating	Score
1	0%	0	0
2	0%	0	0
3	0%	0	0
4	0%	0	0
5	0%	0	0
6		0	0
7		0	0
8		0	0
0%			0.00

KRA weight	40%
KRA SCORE	0%
KRA RATING	0

AG RATING	
	3
	100.00
AG weight	20%
AG SCORE	20%

KEY GOVERNMENT FOCUS AREAS				
No	Area	Weight	Rating	Score
1	Integrated Government	10%	0	0
2	Regional Integration	10%	0	0
3	MISS	25%	0	0
4	SCM	30%	0	0
5	Diversity and Transformation	25%	0	0
		100%		0.00
GPA weight				20%
GPA SCORE				0%
GPA RATING				0

ANNUAL PERFORMANCE PLAN TARGETS	
NUMBER OF TARGETS IN APP	4
NUMBER OF TARGETS ACHIEVED	4
PERCENTAGE OF TARGETS ACHIEVED	100%
APP weight	20%
APP SCORE	20%
APP RATING	3

FINAL SCORE (KRA + GPA + APP + AG)	40%
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