



**the dpsa**

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## QUALITY ASSESSMENT CHECKLIST FOR PERFORMANCE AGREEMENTS OF SMS MEMBER

Name of the SMS Member: \_\_\_\_\_

PMDS Cycle: \_\_\_\_\_

No.	Key Element	Yes/ No	Remark(s)
1.	<b>First page should indicate:</b>		
	• The names of the supervisor and SMS member		
	• Designation of the supervisor and SMS member		
	• Personal number of the SMS member.		
	• Performance cycle		
	• Job title		
	• Date for mid-year review and annual assessment		
	• Name of mediator		
	• Signature of SMS member		
	• Signature of supervisor		
2.	<b>Individual performance (KRAs)</b>		
	• The KRAs are aligned to the strategic plan, APP and operational plan?		
	• The KRAs are aligned to the KGFAs as identified in the PA of the HOD?		
	• All KRAs are weighted (minimum 10% and maximum 30%)		
	• The KRAs total weight adds up to 100%?		
	• The KRAs incorporate the CMC?		
	• The KRAs incorporate the Batho Pele Principles?		
3.	<b>The Workplan</b> - Shall unpack the KRAs and set out in detail the actual work outputs of the SMS member.		
	• The KRAs in the workplan are aligned/or the same as the KRAs in the PA?		
	• The KRAs in the workplan indicate the key activities?		
	• All key activities indicate the performance measures (i.e. target date and indicators)?		
	• The performance measures comply with the SMART principles?		

No.	Key Element	Yes/ No	Remark(s)
	<ul style="list-style-type: none"> <li>• The workplan indicates resource requirements?</li> <li>• The Workplan indicates enabling conditions for each of the key activities?</li> <li>• The Workplan is initialled by the SMS member &amp; Supervisor?</li> </ul>		
4	<b>Personal Developmental Plan</b>		
	<p>The PDP indicate the:</p> <ul style="list-style-type: none"> <li>• Developmental area/ competency as identified in the PA?</li> <li>• The type of intervention?</li> <li>• The time-frame or target date?</li> <li>• The PDP is signed by the SMS member &amp; Supervisor?</li> </ul>		
<p><b>Comment(s) and signature by SMS member:</b></p>           <p style="text-align: right;">Date: _____</p> <p>_____</p> <p>SMS Signature</p>			
<p><b>Comment(s) and signature by Supervisor:</b></p>           <p style="text-align: right;">Date: _____</p> <p>_____</p> <p>Supervisor Signature</p>			
<p><b>Comment(s) and signature by HRM:</b></p>           <p style="text-align: right;">Date: _____</p> <p>_____</p> <p>Signature HRM</p>			