

SENIOR MANAGEMENT PERFORMANCE REVIEW FORM

NAME OF DEPARTMENT/PROVINCE (AS APPLICABLE)

1. PERSONAL DETAILS

SURNAME:

NAME:

DATE OF BIRTH:

DESIGNATION:

OCCUPATIONAL CLASSIFICATION:

DATE APPOINTED IN RANK:

COMPONENT:

DEPARTMENT/PROVINCIAL DEPARTMENT:

HIGHEST EDUCATIONAL QUALIFICATION:

PERSAL NUMBER:

PERIOD OF REPORT:

2. PARTICULARS ON DEPLOYABILITY/TRANSFERABILITY

Please indicate whether you are deployable/transferable, and if so, your preferences in respect of departments and geographical areas.

3. ACTION POINTS FROM PERFORMANCE REVIEW DISCUSSION

At the end of the performance review, the interviewer should record the conclusion of the performance review discussion here, showing agreed action and recording the outcome of the discussion of the individual's aspirations and possible lateral moves. Any aspects that may possibly have an influence on the confirmation/non-confirmation of the member's probation, should also be included here.

Signature of SMS member:

Signature of supervisor:

Date:

Date:

4. SELF ASSESSMENT AGAINST WORKPLAN

Work through each KRA and assess performance to date in meeting the requirements outlined in the performance measures. Note gaps, reasons for the gaps and steps to be taken to address them.

Ask yourself:

- ✓ *What did you achieve?*
- ✓ *What were the constraints that you experienced?*

5. SELF ASSESSMENT AGAINST CMC FRAMEWORK

Work through core management criteria and assess the extent to which the specified standard has been met. Note any gaps, and steps to be taken to address the gaps.

Ask yourself:

- ✓ *What are your areas of strength?*
- ✓ *What are your areas of weakness?*
- ✓ *What do you aim to do about the weaknesses?*

6. PERFORMANCE ASSESSMENT BY REPORTING OFFICER (SUPERVISOR)

ACHIEVEMENT IN KEY RESULT AREAS

(Please give your assessment of the extent to which the jobholder has achieved the desired results, and any shortfalls)

ASSESSMENT OF CORE MANAGERIAL RESPONSIBILITIES

(Please comment on the performance of the jobholder against the requirements of the CMC framework)

7. ASSESSMENT OF POTENTIAL

Comment on the potential of the individual covering the range of areas and career opportunities for which the individual might be most suited, any limitations and your reasons.

