



KWAZULU-NATAL DEPARTMENT OF EDUCATION

QUALITY ASSESSMENT CHECKLIST FOR PERFORMANCE AGREEMENTS OF SMS MEMBER

Name of the SMS Member: _____ PMDS Cycle: _____

No.	Key Element	Yes/ No	Remark(s)
1.	First page should indicate:		
	• The names of the supervisor and SMS member		
	• Designation of the supervisor and SMS member		
	• Persal 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.	Individual performance (KRAs)		
	• The KRAs are aligned to the strategic plan, APP and operational plan?		
	• The KRAs are aligned 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.	The Workplan - 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?		

	<ul style="list-style-type: none"> • The KRAs in the workplan indicate the key activities? 		
	<ul style="list-style-type: none"> • All key activities indicate the performance measures (i.e. target date and indicators)? 		
	<ul style="list-style-type: none"> • The performance measures comply with the SMART principles? 		
	<ul style="list-style-type: none"> • The workplan indicates resource requirements? 		
	<ul style="list-style-type: none"> • The Workplan indicates enabling conditions for each of the key activities? 		
	<ul style="list-style-type: none"> • The Workplan is initialled by the SMS member & Supervisor? 		
4	Personal Developmental Plan		
	The PDP indicate the:		
	<ul style="list-style-type: none"> • Developmental area/ competency as identified in the PA? 		
	<ul style="list-style-type: none"> • The type of intervention? 		
	<ul style="list-style-type: none"> • The time-frame or target date? 		
	<ul style="list-style-type: none"> • The PDP is signed by the SMS member & Supervisor? 		
Comment(s) and signature by SMS member: <div style="display: flex; justify-content: space-between;"> <div> <hr style="width: 20%; margin-left: 0;"/> <p>SMS Signature</p> </div> <div> Date: <hr style="width: 15%;"/> </div> </div>			
Comment(s) and signature by Supervisor: <div style="display: flex; justify-content: space-between;"> <div> <hr style="width: 20%; margin-left: 0;"/> <p>Supervisor Signature</p> </div> <div> Date: <hr style="width: 15%;"/> </div> </div>			

Comment(s) and signature by HRM:

Signature HRM

Date:_____