



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

ANNEXURE E

ANNUAL / MID-YEAR PERFORMANCE ASSESSMENT

EMS: OFFICE-BASED EDUCATOR

CONFIDENTIAL

Period under review	
Employee	
Designation	
Persal Number	
Office	
Date of appointment to current post	
Supervisor	

PART 1- COMMENTS BY EMPLOYEE

(To be completed by the Employee prior to assessment. If the space provided is insufficient, the comments can be included in an attachment)

1. During the past year my major accomplishments as they related to my performance agreement were:

2. During the past year I was less successful in the following areas for the reasons stated:

PART 2- PERFORMANCE ASSESSMENT

Standard rating schedule for KRAs and CMCs

RATING	CATEGORY	%	DESCRIPTION
1	UNSATISFACTORY PERFORMANCE	0%- 49%	Performance does not meet the standard expected for the job. The review/assessment indicates that the jobholder has achieved less than fully competent results against almost all of the performance criteria and indicators as specified in the Performance Agreement and Work plan.
2	PERFORMANCE NEEDS IMPROVEMENT	50%-59%	Performance meets some of the standards expected for the job. The review/assessment indicates that the jobholder has achieved less than competent results against more than half of the performance criteria and indicators as specified in the Performance Agreement and Work plan.
3	COMPETENT	60%-75%	Performance fully meets the standard expected in all areas of the job. The review / assessment indicates that the jobholder has achieved as a minimum effective results against all of the performance criteria and indicators as specified in the Performance Agreement and Work plan.
4	GOOD PERFORMANCE	76%-90%	Performance is significantly higher than the standard expected in the job. The review/assessment indicates that the jobholder has achieved better than fully competent results against more than half_of the performance criteria and indicators as specified in the Performance Agreement and Work plan and fully achieved all others throughout the performance cycle.
5	EXCELLENT PERFORMANCE	91%-100%	Performance far exceeds the standard expected of a jobholder at this level. The review/assessment indicates that the jobholder has achieved better than competent results against all_of the performance criteria and indicators as specified in the Performance Agreement and Work plan and maintained this in all areas of responsibility throughout the performance cycle.

Rating of KRAs Employee and supervisor:

Key Results Areas (KRAs)	Weight (%)	Own rating (1-5)	Supervisor's rating (1-5)
Total (NOTE: Weighting of KRAs must total 100%)	100%		
Score according to calculator	70%		

Rating of CMCs by Supervisor and Employee:

Core Management Criteria- CMCs	Weight (%)	Own rating (1-5)	Supervisor's rating (1-5)
1.Job knowledge and application	20%		
2.Leadership abilities	20%		
3.Interpersonal relationships	10%		
4.Communication			
5.Service to stakeholders	10%		
6.Acceptance of responsibility			
7.Conceptual and analytical skills			
Total (NOTE: Weighting of KRAs must total 100%)	100%		
Score according to calculator	30%		

FINAL SCORE:

GRAND TOTAL	EMPLOYEE'S SCORE	SUPERVISOR'S SCORE	MODERATING COMMITTEE'S SCORE
KRA+CMC (70% + 30%)			

PART 3 - DEVELOPMENT, TRAINING, COACHING, GUIDANCE AND EXPOSURE NEEDED

(To be completed by Supervisor in consultation with Employee)

Developmental need	Intervention strategy	Timeframe	Responsibility

PART 4 - RECOMMENDATIONS/COMMENTS

1. EMPLOYEE'S COMMENTS

2. SUPERVISOR'S COMMENTS

AGREED:

Signatures:

Employee	
Date	
Supervisor	
Date	

3. COMMENTS BY MODERATING COMMITTEE

Name	
Signature	
Date	