



DDG's MID-YEAR PERFORMANCE ASSESSMENT TEMPLATE

Name of the SMS member		Job title	
Persal Number		Performance cycle	
Name of the Supervisor		Period under review	April - September
Name of Department			
Province (if applicable)			

EMPLOYEE PERFORMANCE: KEY RESULT AREAS (KRAs)

OUTCOME:						
OUTCOME INDICATOR:						
KRA NO 1:					KRA Weight	
ACTIVITIES	PERFORMANCE MEASURES		SMS Rating	Supervisor Rating	Agreed Rating	
	TARGET	ACTUAL ACHIEVEMENT/EVIDENCE				

ANNEXURE. E

OUTCOME:						
OUTCOME INDICATOR:						
KRA NO 2:					KRA Weight	
ACTIVITIES	PERFORMANCE MEASURES		SMS Rating	Supervisor Rating	Agreed Rating	
	TARGET	ACTUAL ACHIEVEMENT/EVIDENCE				

OUTCOME:						
OUTCOME INDICATOR:						
KRA NO 3:					KRA Weight	
ACTIVITIES	PERFORMANCE MEASURES		SMS Rating	Supervisor Rating	Agreed Rating	
	TARGET	ACTUAL ACHIEVEMENT/EVIDENCE				

ANNEXURE. E

OUTCOME:						
OUTCOME INDICATOR:						
KRA NO 4:					KRA Weight	
ACTIVITIES	PERFORMANCE MEASURES		SMS Rating	Supervisor Rating	Agreed Rating	
	TARGET	ACTUAL ACHIEVEMENT/EVIDENCE				

OUTCOME:						
OUTCOME INDICATOR:						
KRA NO 5:					KRA Weight	
ACTIVITIES	PERFORMANCE MEASURES		SMS Rating	Supervisor Rating	Agreed Rating	
	TARGET	ACTUAL ACHIEVEMENT/EVIDENCE				

ANNEXURE. E

Please review and indicate the status or track progress on the achievements of organisational performance if it is progressing according to the plan and whether by the end of the performance cycle it will be achieved by indicating with a "Yes of No".

ORGANISATIONAL PERFORMANCE

TARGETED OBJECTIVES/ OUTPUTS	PERFORMANCE MEASURES	PROGRESS	PROGRESS REVIEW COMMENT
	TARGET	YES/ NO	

COMPETENCIES: PERSONAL DEVELOPMENT PLAN

No	Core Management Competencies	Process Competencies	Other Developmental Areas Identified
1			
2			
3			
4			
5			

If any of the CMCs indicates **YES** for development required the PDP must be amended.

Comment by the SMS member on his/her performance

Comment by the Supervisor

DDG Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____