***ANNEXURE E***

**ANNUAL / MID-YEAR PERFORMANCE ASSESSMENT**

**EMS: OFFICE-BASED EDUCATOR**

***CONFIDENTIAL***

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

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| **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:

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

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**PART 2- PERFORMANCE ASSESSMENT**

**Standard rating schedule for KRAs and CMCs**

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| --- | --- | --- | --- |
| **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. |
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| **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:**

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

**Rating of CMCs by Supervisor and Employee:**

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| --- | --- | --- | --- |
| ***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:**

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| --- | --- | --- | --- |
| **GRAND TOTAL** | **EMPLOYEE’S SCORE** | **SUPERVISOR’S SCORE** | **MODERATING COMNMITTEE’S SCORE** |
| **KRA+CMC (70% + 30%)** |  |  |  |

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

**(**To be completed by Supervisor in consultation with Employee)

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| **Developmental need** | **Intervention strategy** | **Timeframe** | **Responsibility** |
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| **PART 4 - RECOMMENDATIONS/COMMENTS** |

1. **EMPLOYEE’S COMMENTS**

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1. **SUPERVISOR’S COMMENTS**

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**AGREED:**

**Signatures:**

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| --- | --- |
| **Employee** |  |
| **Date** |  |
| **Supervisor** |  |
| **Date** |  |

1. **COMMENTS BY MODERATING COMMITTEE**

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| **Name** |  |
| **Signature** |  |
| **Date** |  |