

Performance Assessment Report

Employee Details

| | | |
|--|-------------------------|-----------------------------------|
| Surname: Maepa | Emp No: 12958557 | Branch: Corporate Services |
| First Name(s): M | | Division: |
| Job Title: Executive Manager Corporate Services | | Section: |

Assessment Scores

| Key Performance Area (KPA) <i>Key Performance Indicators (KPI)</i> | Number of Performance Indicators | Weighting | Max. score per KPA = 5 | | | | | |
|--|----------------------------------|------------|---|---------------------------|--|---------------------------|--|---------------------------|
| | | | First Assessment Date: 2006/09/30 Actual Scores | | Second Assessment Date: 2007/09/30 Actual Scores | | Average Scores for both Assessments | |
| Assist in Strategic Management | 6 | 25% | 3.83 | Satisfactory | 4.50 | Above Satisfactory | 4.16 | Above Satisfactory |
| <i>Assist the Secretary with the review of Strategic Plan of NWPL</i> | | | 4.0 | Above Satisfactory | 4.0 | Above Satisfactory | 4.0 | Above Satisfactory |
| <i>Assist the Secretary with implementation of the Strategic Plan</i> | | | 4.0 | Above Satisfactory | 5.0 | Excellent | 4.5 | Above Satisfactory |
| <i>Assist the Secretary with monitoring of the Strategic Plan implementation</i> | | | 5.0 | Excellent | 4.0 | Above Satisfactory | 4.5 | Above Satisfactory |
| <i>Compiling budget for Corporate Services</i> | | | 3.0 | Satisfactory | 5.0 | Excellent | 4.0 | Above Satisfactory |
| <i>Compiling of reports</i> | | | 4.0 | Above Satisfactory | 5.0 | Excellent | 4.5 | Above Satisfactory |
| <i>Assist the Secretary with policies of the NWPL</i> | | | 3.0 | Satisfactory | 4.0 | Above Satisfactory | 3.5 | Satisfactory |
| Empower MPLs and SMS to fulfill their mandate | 1 | 25% | 4.00 | Above Satisfactory | 5.00 | Excellent | 4.50 | Above Satisfactory |
| <i>Develop capacity building programmes</i> | | | 4.0 | Above Satisfactory | 5.0 | Excellent | 4.5 | Above Satisfactory |
| Management of Corporate Services Directorate | 8 | 50% | 4.50 | Above Satisfactory | 4.38 | Above Satisfactory | 4.44 | Above Satisfactory |
| <i>Manage the directorates budget</i> | | | 4.0 | Above Satisfactory | 5.0 | Excellent | 4.5 | Above Satisfactory |
| <i>Manage Human Resources functions</i> | | | 4.0 | Above Satisfactory | 3.0 | Satisfactory | 3.5 | Satisfactory |
| <i>Manage Training and Development</i> | | | 3.0 | Satisfactory | 5.0 | Excellent | 4.0 | Above Satisfactory |
| <i>Manage Labour Relations</i> | | | 5.0 | Excellent | 5.0 | Excellent | 5.0 | Excellent |
| <i>Manage IT</i> | | | 5.0 | Excellent | 5.0 | Excellent | 5.0 | Excellent |
| <i>Manage office support services</i> | | | 5.0 | Excellent | 5.0 | Excellent | 5.0 | Excellent |
| <i>Initiate a strategic plan session for the Corporate Service Director</i> | | | 5.0 | Excellent | 4.0 | Above Satisfactory | 4.5 | Above Satisfactory |
| <i>Initiate a team building session for the Corporate Service Directorate</i> | | | 5.0 | Excellent | 3.0 | Satisfactory | 4.0 | Above Satisfactory |

Assessment Summary

First Assessment

Second Assessment

Average Assessment

Overall weighted scores for Maepa, M

4.21 Above Satisfactory

4.56 Above Satisfactory

4.39 Above Satisfactory

Reward: (Assessor to enter recommendation based on overall score)

Assessed by (full names):

Position/Job Title:

Signed:

Date:

Assessee: Maepa, M (Emp no 12958557)

Position/Job Title: Executive Manager Corporate Services

Signed:

Date: