

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: