

**XYZ Department**

<b>Job Title</b> text	<b>Grade</b> (tba)	<b>Ref. No.</b> (tba)
<b>Organisational Unit</b> text	<b>Location</b> loc	<b>Reports to..</b> (enter job title, not name) boss
<b>Jobholder's Name</b> text	<b>Direct Reports</b> 0	<b>Total Staff</b> 00
<b>Main Purpose of Job</b> (describe in not more than 2 sentences) text	<b>Units/ Functions Controlled</b> • text	

Task description	Performance Appraisal		
	improvement needed	fully satisfactory	exceeds requirement
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9. Other ad hoc tasks as assigned by Line Manager (list tasks given during current year)			
a.			
b.			

**Key Result Areas** (Areas which require special attention or effort from the jobholder)

Key Result Area <small>(List not more than 5 areas of activity which are critical to success)</small>	Target(s) agreed between Jobholder & Line Manager	Actual performance achieved	Status	Appraisal		
				Target not met	Target fully met	Target exceeded
1.						
2.						
3.						

**Through-year mentoring / support given**

Date	Reason for action	Nature and duration of action	By whom?	Outcome

**NOTE:** When completing the year end performance appraisal of Main Tasks and KRAs (above), the Line Manager should take into consideration outcomes of any ad hoc mentoring / counselling support provided to the Jobholder during the year. Where the mentoring has been successful and the Jobholder is performing satisfactorily, the year-end ratings should reflect the level of performance at the time of the annual appraisal. Where the mentoring has not produced a satisfactory outcome and further support is required, the matter should be recorded in the Personal Development Plan and referred to the HRD Unit for action.

Jobholder (signature)	Manager (signature)	Date agreed	Next review (date)
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**Annual Appraisal Rating**

Year (1 July-30 June)	Date (dd/mm)	Main Tasks		Key Result Areas		Combined weighted rating	Calculated performance category	Final/Adjusted performance category
		Rating	Weighted (x5)	Rating	Weighted (x2)			
Supervising officer's comments								Supervising officer
Jobholder's comments / agreement								Jobholder
Countersigning officer's comments / approval								Countersigning officer
Year (1 July-30 June)	Date (dd/mm)	Main Tasks		Key Result Areas		Combined weighted rating	Calculated performance category	Final/Adjusted performance category
		Rating	Weighted (x5)	Rating	Weighted (x2)			
Supervising officer's comments								Supervising officer
Jobholder's comments / agreement								Jobholder
Countersigning officer's comments / approval								Countersigning officer
Rating scale for Annual Summary						Combined weighted range	Performance Category	
5. Has consistently exceeded expectations in all aspects						31 - 35	Outstanding	
4. Has exceeded expectation in some aspects of the job						25 - 30	Commendable	
3. Fully satisfactory in all aspects of the job						20 - 24	Fully satisfactory	
2. Below expectation in some aspects; improvement required						14 - 19	Improvement needed	
1. Has not meet expectations in most or all aspects						7 - 13	Unsatisfactory	

**Personal Development Plan**

Date	Description of improvement required	HRD notified*	Action proposed (in agreement with HRD)	Follow-up	Date completed	3 month evaluation**

\* Enter date training request form completed and forwarded to HRD. (More details will be available in the HRMIS Training Management module)

\*\* 3 months after completion the line manager should evaluate whether the intervention has been successful or not and whether further action is needed

**Person Specification**

**Qualifications**

<u>Essential</u> (if any) 1.	<u>Essential</u> (if any) 1.
<u>Preferred</u> 1. 2.	<u>Preferred</u> 1. 2.

**Experience**

**Special Knowledge**

<u>Essential</u> (if any) 1.	<u>Essential</u> (if any) 1.
<u>Preferred</u> 1. 2.	<u>Preferred</u> 1. 2.

**Special Skills**

**Personal Qualities**

<u>Essential</u> (if any) 1. 2.	<u>Preferred</u> 1. 2.
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Jobholder (signature)	Manager (signature)	Date agreed	Next review (date)
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