

ANNEXURE A

Performance Agreement			
Performance cycle		Example: 01 July 2017 to 30 June 2018	
Department:		[add name of department]:	
Section / Unit:		[add name of section / unit]:	
Staff member name and surname:		[add first names and surname for staff member]	
Staff member designation, payroll number and level	Designation Assistant Director	Payroll number 000000000000	Level 5
Functions	Short description of the staff member's function.		
Staff member signature			Date:
Supervisor Name and Surname:	[add first names and surname for supervisor]		
Supervisor's Signature:			Date:

KPA /JSCs Weighting	KPIs/JSCs	Baseline (where applicable)	Targets¹	Evidence
1. [Insert KPA here]				

¹ The targets of every KPI must be expressed as one (1) to five (5).

30%	1.1 [Insert KPI here]	[Existing or new where applicable]	1 ² = [insert SMART Targets here] 2 ³ = 3 ⁴ = 4 ⁵ = 5 ⁶ =		
	1.2				
	1.3				
2. [Insert KPA here]					
30%	2.1				
	2.2				
	2.3				
	2.4				
3. [Insert KPA here]					
20%	3.1				
	3.2				
80%	Total				
Job Specific Competencies (JSC)					
1	10%	[Insert here]		1 = 2 = 3 = 4 = 5 =	Add where applicable for competencies
2	5%	[Insert here]			
3	5%	[Insert here]			
20%	Total				
Supervisor Signature:			Staff member Signature:		
Date:			Date:		

² Target 1 indicate **unacceptable performance**.

³ Target 2 indicate **performance not fully effective**.

⁴ Target 3 indicate **fully effective performance** i.e. that performance meets the standard expected in all areas of a job and that the KPI has therefore been achieved.

⁵ Target 4 indicate **performance significantly above expectations**.

⁶ Target 5 indicate **outstanding performance**.