

ANNEXURE B

Coaching and Review									
	Staff Member / Team input on progress ⁷		Supervisor's input on progress		Comments	Year-end Review Scores	Signatures		
	Mid-year review	Final review	Interventions	Staff Member / Team rating			Employee's Signature	Managers Signature	
KPA 1									
1.1									
1.2									
1.3									
KPA 2									
2.1									
2.2									
2.3									
2.4									
KPA 3									
3.1									
3.2									
JSC 1									
JSC 2									
JSC 3									

⁷ Formal review must take place mid-year and year-end

Staff Member / Team Supervisor Signature:	Date:
Supervisor Signature:	Date: