

Performance Review

please complete all the required sections

Employee Name	Ronaldo Ngwenya			
Role On Project	IT MENTOR/ FACILITATOR			
Project(s)/Engagement(s)	Teaching			
Line Manager (s)	Prudence Mabitsela			
Date of Review	2018/02/19 12:00:00 AM			
Period of Review	1stQuarter			
RATING SCALE FOR PERFORMANCE FACTORS				
EXCELLENT	1			Objective(s) exceed with outstanding achievements
HIGHLY EFFECTIVE	2			Objective(s) met with notable achievements
COMPETENT	3			Objective(s) achieved
LESS THAN COMPETENT	4			Objective(s) not achieved
UNACCEPTABLE	5			Unacceptable behaviour/performance
Performance Criteria	Peer/ Customer Rating	Management Rating	Agreed Rating	Comments(please add comments, as it is more valuable feedback than a performance rating)
Productivity - Volume of completed work is acceptable, deadlines are met, use of time is appropriate and results are achieved	1			responsible
Excellence (quality) - Commitment towards quality and excellence	3			responsible
Judgement - Timelines and inappropriateness of actions, responsible and accountable	4			responsible

for decisions taken				
Interpersonal and Communication skills - Ability to be sensitive and respectful to the needs and feelings of others, communicates well with others, and is open to feedback	5			responsible
Job Knowledge Knowledge of field, depth of knowledge, ability to apply skills in the workplace	5			responsible
Passion, Commitment and attitude - Interest, cooperation, passion, and enthusiasm are evident. Willing to go "The extra mile" to achieve results	5			responsible
Teamwork - Ability to work with others to achieve overall goals.	1			responsible
Growth Ambition - Level of personal ambition to meet challenges to train and develop	2			responsible
Overall Average	26 - 40			
General comments (please add any general comments): imeliness and appropriateness of actions,				

Growth and Development Planning

Objectives for the Next Period	Career Plans	Due Date
Ability to work with others to achieve overall goals.	level of personal ambition to meet challenges to train and develop	2018/02/19 12:00:00 AM