

Performance Review				
please complete all the required sections				
Employee Name	Lucky Mathebula			
Role On Project	SENIOR ACADEMIC SPECIALIST FACILITATOR AND MENTOR FOR LEARNERSHIP AND MICROSOFT PROGRAMMES			
Project(s)/Engagement(s)	academic			
Line Manager (s)	Prudence Mabitsela			
Date of Review	2018/02/14 12:00:00 AM			
Period of Review	3rdQuarter			
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	5	2	
Excellence (quality) - Commitment towards quality and excellence	3	5	2	
Judgement - Timelines and inappropriateness of actions,	4	5	2	

responsible and accountable 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	5	2	
Job Knowledge Knowledge of field, depth of knowledge, ability to apply skills in the workplace	5	5	2	
Passion, Commitment and attitude - Interest, cooperation, passion, and enthusiasm are evident. Willing to go "The extra mile" to achieve results	5	4	2	
Teamwork - Ability to work with others to achieve overall goals.	3	3	2	
Growth Ambition - Level of personal ambition to meet challenges to train and develop	1	2	1	
Overall Average	4 - 40			
General comments (please add any general comments):				

Growth and Development Planning

Objectives for the Next Period	Career Plans	Due Date
		2018/02/14 12:00:00 AM