

**Performance Review**

*please complete all the required sections*

<b>Employee Name</b>	Lucky Mathebula			
<b>Role On Project</b>	ADMINISTRATOR: EMPLOYMENT EQUITY AND SKILLS DEVELOPMENT			
<b>Project(s)/Engagement(s)</b>	helloworld			
<b>Line Manager (s)</b>	Prudence Mabitsela			
<b>Date of Review</b>	2018-02-17 12:00:00 AM			
<b>Period of Review</b>	2ndQuarter			
<b>RATING SCALE FOR PERFORMANCE FACTORS</b>				
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
<b>Performance Criteria</b>	<b>Peer/ Customer Rating</b>	<b>Management Rating</b>	<b>Agreed Rating</b>	<b>Comments(please add comments, as it is more valuable feedback than a performance rating)</b>
<b>Productivity</b> - Volume of completed work is acceptable, deadlines are met, use of time is appropriate and results are achieved	2	1	1	
<b>Excellence (quality)</b> - Commitment towards quality and excellence	2	1	1	
<b>Judgement</b> - Timelines and inappropriateness of actions, responsible and accountable	3	1	2	

for decisions taken				
<b>Interpersonal and Communication skills</b> - Ability to be sensitive and respectful to the needs and feelings of others, communicates well with others, and is open to feedback	3	1	2	
<b>Job Knowledge</b> Knowledge of field, depth of knowledge, ability to apply skills in the workplace	2	1	2	
<b>Passion, Commitment and attitude</b> - Interest, cooperation, passion, and enthusiasm are evident. Willing to go "The extra mile" to achieve results	1	1	2	
<b>Teamwork</b> - Ability to work with others to achieve overall goals.	2	1	2	
<b>Growth Ambition</b> - Level of personal ambition to meet challenges to train and develop	3	1	2	
<b>Overall Average</b>	- 40			
<b>General comments (please add any general comments):</b>				

## Growth and Development Planning

Objectives for the Next Period	Career Plans	Due Date
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