

Ad-hoc Assessment

Employee Details

Employee Name	Adrian	Personnel Number	
Employee Surname	Test	Site/Workshop/HO	Head Office
Current Job Title	Test	Assessment From	13 September 2017
Manager Name	Andrew Miller	Assessment To	13 September 2018
Director Name	Adrian Miljak	Assessment Date	13 September 2017

IPA

Objectives Variation

1. Company Objective - 35%

Ad-hoc	77.86%	<div><div></div><div></div></div>
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2. Objective 2 - 15%

Ad-hoc	83.33%	<div><div></div><div></div></div>
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3. Objective 3 - 10%

Ad-hoc	75.00%	<div><div></div><div></div></div>
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4. Objective 4 - 10%

Ad-hoc	75.00%	<div><div></div><div></div></div>
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5. Objective 5 - 10%

Ad-hoc	75.00%	<div><div></div><div></div></div>
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6. Objective 6 - 10%

Ad-hoc	75.00%	<div><div></div><div></div></div>
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7. Objective 7 - 10%

Ad-hoc	62.50%	<div><div></div><div></div></div>
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Assessment

Assessment Summary

IPA 13/09/2017	
Ad-hoc 13/09/2017	rfg asfv fasv sfgvqgv fqav aq frvaqfvg rqvsa asfvasgfasfg

Overall Rating 76.00%

1. Company Objective Weighting: 35.00%

Measure	Target	Assessment	Employee Assessment	Manager Assessment	Dev Required	Rating
1. Adheres to applicable Procedures and Work Instructions	4 Good Performer	IPA 13 Sep 2017	-	-	-	-
		Ad-hoc 13 Sep 2017	4. Good Performer	3. Satisfactory Performer	✓	2.50% (5%)
2. Portrays a safety conscious attitude	4 Good Performer	IPA 13 Sep 2017	-	-	-	-
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	×	5.00% (5%)
3. Conducts all tasks with ethical standards	4 Good Performer	IPA 13 Sep 2017	-	-	-	-

		Ad-hoc 13 Sep 2017	4. Good Performer	3. Satisfactory Performer	✓	2.50% (5%)
4. Timeous and successful execution of tasks as assigned by Management	4 Good Performer	IPA 13 Sep 2017	-	-	-	-
		Ad-hoc 13 Sep 2017	4. Good Performer	2. Unsatisfactory Performer	✓	1.25% (5%)
5. Maintains professional communication with all stakeholders as and when needed	4 Good Performer	IPA 13 Sep 2017	-	-	-	-
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✖	5.00% (5%)
6. Promotes cost conscious behaviour	4 Good Performer	IPA 13 Sep 2017	-	-	-	-
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✖	5.00% (5%)
7. Implements time management procedures to all tasks	4 Good Performer	IPA 13 Sep 2017	-	-	-	-
		Ad-hoc 13 Sep 2017	4. Good Performer	5. Exceptional Performer	✖	6.00% (5%)

2. Objective 2 Weighting: 15.00%

Measure	Target	Assessment	Employee Assessment	Manager Assessment	Dev Required	Rating
1. 1st Measure for Objective 2	4 Good Performer	IPA 13 Sep 2017	-	-	-	-
		Ad-hoc 13 Sep 2017	3. Satisfactory Performer	3. Satisfactory Performer	✓	2.50% (5%)
2. 2nd Measure for Objective 2	4 Good Performer	IPA 13 Sep 2017	-	-	-	-
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✖	5.00% (5%)
3. 3rd Measure for Objective 2	4 Good Performer	IPA 13 Sep 2017	-	-	-	-
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✖	5.00% (5%)

3. Objective 3 Weighting: 10.00%

Measure	Target	Assessment	Employee Assessment	Manager Assessment	Dev Required	Rating
1. 1st Measure for Objective 3	4 Good Performer	IPA 13 Sep 2017	-	-	-	-
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✖	5.00% (5%)
2. 2nd Measure for Objective 3	4 Good Performer	IPA 13 Sep 2017	-	-	-	-
		Ad-hoc 13 Sep 2017	4. Good Performer	3. Satisfactory Performer	✓	2.50% (5%)

4. Objective 4 Weighting: 10.00%

Measure	Target	Assessment	Employee Assessment	Manager Assessment	Dev Required	Rating
1. 1st Measure for Objective 4	4 Good Performer	IPA 13 Sep 2017	-	-	-	-
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✖	5.00% (5%)

2. 2nd Measure for Objective 4	4 Good Performer	IPA 13 Sep 2017	-	-	-	-
		Ad-hoc 13 Sep 2017	4. Good Performer	3. Satisfactory Performer	✓	2.50% (5%)

5. Objective 5 Weighting: 10.00%

Measure	Target	Assessment	Employee Assessment	Manager Assessment	Dev Required	Rating
1. 1st Measure for Objective 5	4 Good Performer	IPA 13 Sep 2017	-	-	-	-
		Ad-hoc 13 Sep 2017	4. Good Performer	3. Satisfactory Performer	✓	2.50% (5%)
2. 2nd Measure for Objective 5	4 Good Performer	IPA 13 Sep 2017	-	-	-	-
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✖	5.00% (5%)

6. Objective 6 Weighting: 10.00%

Measure	Target	Assessment	Employee Assessment	Manager Assessment	Dev Required	Rating
1. 1st Measure for Objective 6	4 Good Performer	IPA 13 Sep 2017	-	-	-	-
		Ad-hoc 13 Sep 2017	3. Satisfactory Performer	3. Satisfactory Performer	✓	2.50% (5%)
2. 2nd Measure for Objective 6	4 Good Performer	IPA 13 Sep 2017	-	-	-	-
		Ad-hoc 13 Sep 2017	5. Exceptional Performer	4. Good Performer	✖	5.00% (5%)

7. Objective 7 Weighting: 10.00%

Measure	Target	Assessment	Employee Assessment	Manager Assessment	Dev Required	Rating
1. 1st Measure for Objective 7	4 Good Performer	IPA 13 Sep 2017	-	-	-	-
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✖	5.00% (5%)
2. 2nd Measure for Objective 7	4 Good Performer	IPA 13 Sep 2017	-	-	-	-
		Ad-hoc 13 Sep 2017	4. Good Performer	2. Unsatisfactory Performer	✓	1.25% (5%)

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Objectives

Variation

1. Leading and Deciding

Ad-hoc 2 2

2. Supporting and Co-operating

Ad-hoc 1 2

3. Interacting and Presenting

Ad-hoc 1 2

4. Analysing and Interpreting

Ad-hoc 1 2

5. Creating and Conceptualising

Ad-hoc 1 3

6. Organising and Executing

Ad-hoc 2

7. Adapting and Coping

Ad-hoc 1

8. Enterprising and Performing

Ad-hoc 2

Assessment

Assessment Summary

IPA
13/09/2017

Ad-hoc
13/09/2017

rfg asfv fasv sfgvqgv fqav aq frvaqfvg rqvsa asfvasgfasfg

1. Leading and Deciding

Measure	Target	Assessment	Employee Assessment	Manager Assessment	Dev Required
1. Deciding and Initiating Action Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks.	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	3. Satisfactory Performer	3. Satisfactory Performer	✓
2. Leading and Supervising Provides others with a clear direction; motivates and empowers others; recruits staff of a high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour.	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	3. Satisfactory Performer	✓
3. Staff Development & Mentoring Demonstrates ability & interest in facilitating & supporting the individual & organisational growth of others	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	3. Satisfactory Performer	4. Good Performer	✗
4. Management Demonstrates the ability to consistently achieve extra ordinary results , even under complex & pressurised conditions and constraints, through the effective use & application of resources, systems and processes	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✗
5. Decisiveness Gather facts & figures to make effective decisions	4 Good Performer	IPA 13 Sep 2017			

		Ad-hoc 13 Sep 2017	4. Good Performer	5. Exceptional Performer	✖
6. Political & Social Awareness Acute understanding of socio - political matters & trends and is able to make informed decisions based on the expected cause & effect of the socio - political change	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	5. Exceptional Performer	✖

2. Supporting and Co-operating

Measure	Target	Assessment	Employee Assessment	Manager Assessment	Dev Required
1. Working with People Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✖
2. Adhering to Principles and Values Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	3. Satisfactory Performer	✓
3. Organisational Credibility & Understanding Procedures Demonstrates extensive knowledge of broad business objectives, systems and processes	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	3. Satisfactory Performer	✓
4. Performance Management Ability to develop & implement sound performance plans to manage performance.	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	5. Exceptional Performer	4. Good Performer	✖
5. Time & Priority Management Demonstrates the ability to manage both time and priorities in such a way that goals , objectives, meetings & deadlines are consistently achieved	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	3. Satisfactory Performer	4. Good Performer	✖

6. Emotional Intelligence Ability to handle emotions, personal opinions likes & dislikes in such a way that personal dignity is not compromised	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	5. Exceptional Performer	✖

3. Interacting and Presenting

Measure	Target	Assessment	Employee Assessment	Manager Assessment	Dev Required
1. Relating and Networking Easily establishes good relationships with customers and staff; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others.	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	3. Satisfactory Performer	✓
2. Persuading and Influencing Gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one's impression on others.	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	5. Exceptional Performer	3. Satisfactory Performer	✓
3. Customer and Service Excellence Demonstrates an ability to anticipate, meet or exceed customer or service expectations	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✖
4. Presenting & Facilitation Demonstrates the ability to communicate effectively to individuals as well as groups or fellow team members	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	5. Exceptional Performer	✖
5. Presenting and Communicating Information Speaks fluently; expresses opinions, information and key points of an argument clearly; makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	3. Satisfactory Performer	4. Good Performer	✖

6. Interpersonal Skills Demonstrates an ability to communicate effectively with all stakeholders & to build relationships with all types of people and cultures	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✖
7. Diplomacy Demonstrates an ability to effectively handle difficult or sensitive issues or situations using tact & an understanding & respect of different personalities & organisational culture and climate	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✖
8. Conflict Management Ability to handle and resolve conflict in a constructive, sensitive & workable manner to ensure that personalities do not impede performance	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✖

4. Analysing and Interpreting

Measure	Target	Assessment	Employee Assessment	Manager Assessment	Dev Required
1. Writing and Reporting Writes convincingly; writes clearly, succinctly and correctly; avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way; structures information to meet the needs and understanding of the intended audience.	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✖
2. Applying Expertise and Technology Applies specialist and detailed technical expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different organisational departments and functions.	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	3. Satisfactory Performer	✓
3. Analysing Analyses numerical data and all other sources of information, to break them into component parts, patterns and relationships; probes for further information or greater understanding of a problem; makes rational judgements from the available information and analysis; demonstrates an understanding of how one issue may be a part of a much larger system.	4 Good Performer	IPA 13 Sep 2017			

		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✖
4. Financial Expertise Demonstrates and ability to manage money through effective budgeting , forecasting & using sound financial principles	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	3. Satisfactory Performer	✓
5. Legislation Keen understanding of appropriate legislation & government policies as well an ability to monitor the impact of changing legislation & policy	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	3. Satisfactory Performer	4. Good Performer	✖

5. Creating and Conceptualising

Measure	Target	Assessment	Employee Assessment	Manager Assessment	Dev Required
1. Learning and Researching Rapidly learns new tasks and commits information to memory quickly; demonstrates an immediate understanding of newly presented information; gathers comprehensive information to support decision making; encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback).	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	2. Unsatisfactory Performer	✓
2. Creating and Innovating Produces new ideas, approaches, or insights; creates innovative products or designs; produces a range of solutions to problems.	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	3. Satisfactory Performer	✓
3. Formulating Strategies and Concepts Works strategically to realise organisational goals; sets and develops strategies; identifies, develops positive and compelling visions of the organisation's future potential; takes account of a wide range of issues across, and related to, the organisation.	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✖
4. Process Mapping & Workflow Ability to understand and map existing processes or to develop or re - engineer new ones in line with optimum workflow requirements	4 Good Performer	IPA 13 Sep 2017			

		Ad-hoc 13 Sep 2017	4. Good Performer	3. Satisfactory Performer	✓
5. Technical or Technological Expertise & Capability Demonstrates a keen interest, ability & aptitude for effectively applying and acquiring technical expertise in order to optimally support organisational objectives	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✗
6. Project & Project Management Demonstrates the ability to plan, manage & deploy resources using project plans in order to achieve a desired outcome by co-ordinating complex activities	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✗
7. Political & Social Awareness Acute understanding of socio - political matters & trends and is able to make informed decisions based on the expected cause & effect of the socio - political change	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	3. Satisfactory Performer	5. Exceptional Performer	✗

6. Organising and Executing

Measure	Target	Assessment	Employee Assessment	Manager Assessment	Dev Required
1. Planning and Organising & Controlling Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones. Demonstrates the ability to plan & control resources & utilise logistical systems in orderly process to meet objectives in terms of time, quality and budget.	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	3. Satisfactory Performer	3. Satisfactory Performer	✓
2. Delivering Results and Meeting Customer Expectations Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✗

3. Following Instructions and Procedures Not challenging authority; follows procedures and policies; keeps to schedules; arrives punctually for work and meetings; demonstrates commitment to the organisation; complies with legal obligations and safety requirements of the role.	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	3. Satisfactory Performer	✓

7. Adapting and Coping

Measure	Target	Assessment	Employee Assessment	Manager Assessment	Dev Required
1. Adapting and Responding to change Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; shows an interest in new experiences.	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✖
2. Coping with Pressures and Setbacks Maintains a positive outlook at work; works productively in a pressurised environment; keeps emotions under control during difficult situations; handles criticism well and learns from it; balances the demands of a work life and a personal life.	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	3. Satisfactory Performer	3. Satisfactory Performer	✓
3. Continuous Learning & Self Development Demonstrates the ability to take the initiative in learning & acquiring new skills, methods and concepts	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✓

8. Enterprising and Performing

Measure	Target	Assessment	Employee Assessment	Manager Assessment	Dev Required
1. Achieving Personal Work Goals and Objectives Accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities.	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	4. Good Performer	✖

2. Entrepreneurial and Commercial Thinking Keeps up to date with competitor information and market trends; identifies business opportunities for the organisation; maintains awareness of developments in the organisational structure and politics; demonstrates financial awareness; controls costs and thinks in terms of profit, loss and added value.	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	4. Good Performer	2. Unsatisfactory Performer	✓
3. Self-Management, Motivation & Direction Demonstrates an ability to manage & motivate themselves in line with a clear direction and priorities	4 Good Performer	IPA 13 Sep 2017			
		Ad-hoc 13 Sep 2017	3. Satisfactory Performer	1. Unacceptable Performer	✗