**INDIVIDUAL WORK PLAN/PERFORMANCE TARGE SETTING FORM**

**SETTING OF THE ANNUAL PERFORMANCE TARGETS TO BE DRAWN FROM THE APPROVED DEPARTMENTAL WORK PLAN & PERFORMANCE CONTRACT AND MUST BE AGREED UPON BETWEEN THE SUPERVISOR AND THE EMPLOYEE.**

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| --- | --- |
| **FROM 7/1/2023** | **TO 6/30/2024** |

**PERIOD: -**

Discuss Key Result Areas (KRAs)/Strategic Objectives and Key Performance Indicators (KPI’s) in terms of the result(s) the employee is expected to deliver and measures that will be used to measure result(s) such as Timeframes, Quantitative or Qualitative measures e.g. (cost, quality, timing, frequency, percentages and ratios etc.)

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| **KRA** | **Strategic Objective** | **Strategy** | **Activity** | **Expected Output** | **Means of Verification** | **Timeframes** | **Weight** |
| KRA\_StrategicObjective | Strategic\_Objective | Strategy | Activities\_StrategicObjective | ExpectedOutput\_StrategicObjective | MeansofVerification\_StrategicObjective | KPIsegTimeframes\_StrategicObjective | Weight\_StrategicObjective |

**NB:** The Performance of the employee will be reviewed regularly and feedback given by way of meetings and performance dialogue with the Supervisor.

We do confirm that the above KRAs, Activities and Performance Indicators have been discussed and agreed upon.