**QUALITY ASSESSMENT CHECKLIST FOR PERFORMANCE AGREEMENTS OF EMPLOYEES OTHER THAN SMS MEMBERS**

|  |  |  |  |
| --- | --- | --- | --- |
| **No**  | **Key Element** | **Yes/No** |  **Remarks** |
| 1. | Cover Page should indicate: |  |  |
|  | * Employee’s name
 |  |  |
|  | * PERSAL No
 |  |  |
|  | * Supervisor’s name
 |  |  |
|  | * Directorate name
 |  |  |
|  | * Component
 |  |  |
|  | * Performance cycle
 |  |  |
|  | * Job title
 |  |  |
|  | * Date of entry
 |  |  |
|  | * Date for half yearly and annual performance assessment:
 |  |  |
|  | * Name of Mediator
 |  |  |
|  | * PA indicates Signature & Date of Employee
 |  |  |
|  | * PA indicates Signature & Date of Supervisor
 |  |  |
| 2. | Key Result Areas |  |  |
|  | * The KRAs aligned to the Strategic Plan, APP and Operational Plan?r
 |  |  |
|  | * All KRAs are weighted?
 |  |  |
|  | * Are the KRAs appropriately weighted according to impact and importance?
 |  |  |
|  | * Check KRAs with weight that exceeds 30%
 |  |  |
|  | * Check KRA that weighs less than 10%?
 |  |  |
|  | * The KRA total weight adds up to 100%
 |  |  |
|  | * Are the GAFs incorporated into the KRAs?
 |  |  |
|  | * The number of KRAs should not be less than 4
 |  |  |
|  | * The number of KRAs should not be more than 5
 |  |  |
| 3. | Does the PA include a workplan? |  |  |
|  | * Are the KRAs in the workplan aligned/or the same as the KRAs in the PA?
 |  |  |
|  | * The KRAs in the workplan indicate the key activities?
 |  |  |
|  | * All key activities indicate the performance measures?
 |  |  |
|  | * The performance measure comply with the SMART principle?
 |  |  |
| 4. | Does the PA include a PDP which indicates? |  |  |
|  | * Development areas?
 |  |  |
|  | * Types of intervention?
 |  |  |
|  | * Target date?
 |  |  |
|  |  |  |  |
|  | **Quality control check signed by the Employee:****------------------------------- Date: ------------------****Employee signature****------------------------------- Date: ------------------****Supervisor signature** | **Quality control check by HRM:****------------------- Date: -----------------****-------------------- Date: ----------------** |
|  | **Comment (s) by Employee/Supervisor** | **Comment (s) by HRM:** |