**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:** | |