



agriculture, environmental affairs,  
rural development and land reform

Department:  
agriculture, environmental affairs,  
rural development and land reform .  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

## HUMAN RESOURCE MANAGEMENT & DEVELOPMENT

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Date:	30 April 2021	File:	S.6
To:	Senior Managers: All Staff	From:	EPMDS UNIT
<b>SUBMISSION OF 2020/2021 ANNUAL ASSESSMENT OF EMPLOYEES ON SALARY LEVELS 1 – 12</b>			

1. This circular serves as a reminder to submit annual assessment 1 April 2020 to 31 March 2021.
2. Two (2) formal reviews shall be on one-on-one basis between the employee and his or her supervisor which is confidential and shall be recorded of the prescribed forms.

(c) The formal performance reviews / assessment shall be conducted and be submitted as follows;

REVIEW/ ASSESSMENT TYPE	PERIOD OF REVIEW/ ASSESSMENT	REVIEWS/ASSESSMENT BETWEEN EMPLOYEE AND SUPERVISOR	SUBMISSION TO EPMDS UNIT	DEPARTMENTAL SUBMISSION DATES
Mid-year reviews (1 <sup>st</sup> Review)	01 April to 30 September	15 October of each year	31 October each year	15 October 2020
Annual Review	1 April to 31 March	15 July each year.	31 July each year	30 June 2021

3. In cases where the employee scores 1 or 2, the supervisor in collaboration with the employee shall agree on performance improvement plan which must be submitted to EPMDS Unit.
4. For scoring of 4 a summary of achievements for performance far exceeding the standard expected of a job holder must be provided.
5. **Kindly note that the Departmental cutoff date for the submission of Annual Assessment is 30 June 2021**

It is expected of all employees to comply with these prescripts.

For more information or assistance kindly contact EPMDS unit on Tel: 053 838 9128/163/136 or 053 807 7373 /7375.

MR. ET SIBHONO  
ACTING CHIEF DIRECTOR: CORPORATE SERVICE

6/5/21 - 09:45

