

# PERFORMANCE MANAGEMENT COMPLIANCE DUE DATES AND ACTIVITIES

Annual Dates	Current Cycle Activities	Previous Cycle Activities to be completed	Responsibility
31 May	Signed PA is filed/submitted to HR	—	Employee, supervisor and Head of HR
30 June	Finalisation of capturing of employee performance information on PERSAL	—	Head of HR
31 July	—	Finalisation of annual performance assessments	Employee, supervisor and Head of HR
31 October	Submission of Mid-Year reviews	—	Employee and supervisor
30 November	—	Approval of moderated annual performance assessments	EA or delegated Authority
31 December	—	Implementation of outcomes of the annual performance assessments	HR/Finance and Accounting Officer



agriculture, environmental affairs,  
rural development and land reform

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

# CONTENTS OF THE PERFORMANCE AGREEMENT

- In terms of Regulation 72(3), as a minimum, a PA or an agreement of a similar nature shall include the following:
  1. Each KRA should also be weighted as a percentage (%) according to the level of importance and impact it has in the employee's job. The weight of KRA shall not be less than 10% and shall not exceed 30%.
  2. GAFs shall not be assessed independently, but must be incorporated and assessed in an integrated manner with the KRAs.
  3. The gap identified in the GAFs shall be used to inform areas of development to be included in the Personal Development Plan (PDP) of employees.

