



## HUMAN RESOURCE MANAGEMENT & DEVELOPMENT

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To:	MANAGERS SUPERVISORS AND ALL OFFICIALS	From:	EPMDS UNIT
SUBMISSION OF ANNUAL PERFORMANCE REVIEWS			

This circular serves to inform all officials on level 3 – 12 to submit their Annual Performance Reviews on or before 2023/07/31

### Performance monitoring

1. Performance of employees must be monitored by supervisors on a continuous basis to enable the identification of performance barriers and changes and to address development and improvement needs as they arise, as well as to:
  - Determine progress and /or identify obstacles in achieving objectives and targets;
  - Enable supervisors and jobholders to deal with performance-related problems;
  - Identify and provide the support needed;
  - Modify objectives and targets; and Ensure continuous learning and development.

**It is compulsory that two formal performance reviews / assessments be conducted annually, one in the middle of the financial year (April Sept) and one Annual Assessment, which is the assessment of the entire performance cycle, the reviews must be accompanied by an Improvement Plan in terms of poor performance or performance that is substandard.**

**An employee and his or her supervisor shall share the responsibility for initiating these performance reviews / assessments.**

### 2. Non Compliance

Employees and supervisors who do not comply with the requirements of the policy, including non-compliance with the due dates for the submission of EPMDS documentation shall, automatically be disqualified from any possible performance-related incentives for the year under review and shall be subjected to a disciplinary action.

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

Your co-operation will highly be appreciated.

