

**PERFORMANCE APPRAISAL**

Name:..... Date:.....  
 Employee ID: .....

Performance Criteria	Applicable or N/A	1	2	3	4	5
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**Administrative Perspective**

Compliance with FAIS and FICA procedures						
Debtors Control (payouts)						

**Customer Perspective:**

Customer satisfaction (Internal)						
Customer service to external customers						

**Key Performance Areas**

Accuracy of application submitted						
Achieving APU targets						
Meeting deadlines						
Managing projects						

**People perspective**

Developing self						
Contributing towards team well-being						

Overall Rating		1	2	3	4	5
(Please mark with an X)						

**Completed by:**

**Description of Rating Scale**

1	Not acceptable
2	Room for improvement
3	Meets agreed targets / standards to some extent
4	Exceeds agreed targets / standards to some extent
5	Substantially exceeds agreed targets / standards

Date: .....

Name: .....

Signature: .....

**Comments:**

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I confirm that the above evaluations have been fully discussed with me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

