



**VAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.

PERFORMANCE AGREEMENT - 2024						
Surname, Initials		Click or tap here to enter text.			Staff Number	Click or tap here to enter text.
Position	Click or tap here to enter text.				Grade	Choose an item.
Individual Performance Contract		<input type="checkbox"/>		Team Performance Contract		<input type="checkbox"/>
Performance Contract – Start Date		1 January 2024		Performance Contract – End Date		31 December 2024

NOTES

1. This performance agreement applies to all employees at Vaal University of Technology (VUT).
2. Performance Management is intended to increase employee's performance and inspire them to work towards **SMART** (**S**pecific, **M**easurable, **A**chievable, **R**ealistic/**R**elevant, and **T**ime-bound/**T**angible) objectives / targets.
3. Performance Agreement is a document that sets out the agreement between line manager and employee, on Key Performance Areas (KPA's) and objectives to be achieved during the performance cycle (1 January 2022 to 31 December 2022). Objectives at an individual level should not be projects over and above the job profile but should complement or enhance the job profile.
4. Performance contracts needs to be concluded by **30th September 2024**.
5. Formal reviews against performance objectives (including PDP content) needs to be conducted by line managers in consultation with the employee in **June 2024 (mid-year review) and final review to be done by 2nd December 2024**. Both line managers and employees are encouraged to have as many informal reviews as practically possible in a performance cycle.
6. The application of the performance management system shall be implemented and applied consistently, objectively, equitably and fairly to all employees.
7. A copy of this signed agreement must be kept by the Line Manager and a signed copy needs to be given to the Employee.
8. A signed copy of the agreement needs to be forwarded Dr Martin Lerata @ tsilisol@vut.ac.za

PERFORMANCE AGREEMENT 2024

KEY PERFORMANCE AREA	KEY PEROFRMANCE INDICATORS	Weight (%)	OUTPUTS (Expected Results – When)
		100%	

Signature of Employee		Signature of Line Manager	
Date	Click or tap to enter a date.	Date	Click or tap to enter a date.

PERFORMANCE ASSESSMENT – 1st REVIEW (JUNE)

1	2	3	4	5
UNACCEPTABLE PERFORMANCE	PERFORMANCE NOT MEETING EXPECTATIONS	PERFORMANCE MEETS EXPECTATIONS	PERFORMANCE SIGNIFICANTLY ABOVE EXPECTATIONS	OUTSTANDING PERFORMANCE
Performance does not meet the standard expected for the job. The review/assessment indicates that the member has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the Performance Contract. The member has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the member has achieved below fully effective results against more than half the critical performance criteria and indicators as specified in the Performance Contract.	Performance fully meets the standard expected in all areas of the job. The review/assessment indicates that the member has achieved fully effective results against all the performance criteria and indicators specified in the Performance Contract.	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the member has achieved above fully effective results against more than half of the performance criteria and indicators and fully realized all others throughout the year.	Performance far exceeds the standard expected of a member at this level. The appraisal indicates that the member has achieved above fully effective results against all performance criteria and indicators specified in the Performance Contract and maintained this in all areas of responsibility throughout the year.

FINAL RATING _____

NOTE:

- The standard rating scale will be used to measure the performance of employees.
- Employee performance must fall within either of the levels indicated.
- Evidence must be provided for all ratings.
- Ratings could also be in-between scales (e.g. 3.6).
- For all scores below 3 a Performance Improvement Plan (PIP) is compulsory.

Signature of Employee		Signature of Line Manager	
Date	Click or tap to enter a date.	Date	Click or tap to enter a date.

PERFORMANCE ASSESSMENT – 2nd REVIEW (DECEMBER)

1	2	3	4	5
UNACCEPTABLE PERFORMANCE	PERFORMANCE NOT MEETING EXPECTATIONS	PERFORMANCE MEETS EXPECTATIONS	PERFORMANCE SIGNIFICANTLY ABOVE EXPECTATIONS	OUTSTANDING PERFORMANCE
Performance does not meet the standard expected for the job. The review/assessment indicates that the member has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the Performance Contract. The member has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the member has achieved below fully effective results against more than half the critical performance criteria and indicators as specified in the Performance Contract.	Performance fully meets the standard expected in all areas of the job. The review/assessment indicates that the member has achieved fully effective results against all the performance criteria and indicators specified in the Performance Contract.	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the member has achieved above fully effective results against more than half of the performance criteria and indicators and fully realized all others throughout the year.	Performance far exceeds the standard expected of a member at this level. The appraisal indicates that the member has achieved above fully effective results against all performance criteria and indicators specified in the Performance Contract and maintained this in all areas of responsibility throughout the year.

FINAL RATING _____

NOTE:

- The standard rating scale will be used to measure the performance of employees.
- Employee performance must fall within either of the levels indicated.
- Evidence must be provided for all ratings.
- Ratings could also be in-between scales (e.g. 3.6).
- For all scores below 3 a Development Plan is compulsory.

Signature of Employee		Signature of Line Manager	
Date	Click or tap to enter a date.	Date	Click or tap to enter a date.

COMPLETING A PERFORMANCE AGREEMENT

When do I use this form?

A performance agreement is used to define the agreed performance outcomes for a specific performance cycle. It is a document used to define what is required by the employee in terms of outputs and when the specific outputs are to be delivered. All employees need to have a performance agreement in place supported by an approved Job Profile for the position.

DEFINITIONS

Employee – means any person employed by the University.

Performance Cycle – means the period 1 January to 31 December of each year.

Key Performance Areas (KPA's) – means the distinct areas of responsibility within a role. It is a broad categorization of tasks and activities. Staff members should ideally have between five (5) and eight (8) Key Performance Areas.

Objective (also called goals) – are linked to the KPA's that a staff member intends to achieve within a performance cycle. Objectives are written in a clear, outcomes-based and measurable way. **SMART: Specific, Measurable, Achievable, Realistic/Relevant, Time-bound/Tangible.**

Competency – means the term that describes the knowledge, skill, attitudes or behavior required to perform the KPA's within a role.

Performance Agreement (PA) – means a document that sets out the agreement between line manager and employee, on KPA's and objectives to be achieved during the performance cycle.

Performance Development Plan (PDP) – means a person-specific plan that is the outcome of a discussion between the line manager and the employee. This development plan consists of two components:

- Competencies (knowledge, skills, experience and personal behaviour) required to achieve agreed objectives and anticipated future needs, to keep up with technology or other changes within the current job and the organisational needs.
- Anticipated future needs in order to advance the individual's career.

Weight (%) – means a performance objective / goal are weighted in terms time spent to complete each specific objective/goal. Weights must be allocated to each performance objective / goal and will total 100%.

Specific – Measurable – Achievable – Realistic/Relevant – Time-bound/Tangible

S	M	A	R	T
SPECIFIC	MEASURABLE	ACHIEVABLE	REALISTIC / RELEVANT	TIME-BOUND / TANGIBLE
<p>Who, What, Where, When, Why, Which</p> <p>Define the goal as much as possible with no ambiguous language.</p> <p>WHO is involved,</p> <p>WHAT do I want to accomplish?</p> <p>WHERE will it be done</p> <p>WHY am I doing this – reasons, purpose</p> <p>WHICH constraints and/or requirements do I have</p>	<p>From and To</p> <p>Can you track progress and measure the outcome?</p> <p>How much, how many, how will I know when my goal is accomplished</p>	<p>How</p> <p>Is the goal reasonable enough to be accomplished?</p> <p>How so</p> <p>Make sure the goal is not out of reach or below standard performance</p>	<p>Worthwhile</p> <p>Is each goal worthwhile and will it meet your needs?</p> <p>Is each goal consistent with other goals you have established and fits with your immediate and long-term plans?</p>	<p>When</p> <p>Your objective should include a timeline “I will complete this step by day/month/year”</p> <p>It will establish a sense of urgency and promote you to have better time management</p>

PERFORMANCE CYCLE

