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## CHECK LIST: ADHERENCE REQUIREMENTS FOR PERFORMANCE MANAGEMENT

*It must be ensured that the following requirements are met for audit purposes*

### 1. DRAWING UP OF WORK AGREEMENT

Work agreement is drawn up at the beginning of the evaluation period	
Work agreement is dated	
Work agreement is signed by staff member	
Work agreement is signed by line manager	

### 2. DRAWING UP OF PERSONAL DEVELOPMENT PLAN

Personal development plan is drawn up at the beginning of the evaluation period	
Personal development plan is dated	
Personal development plan is signed by staff member	
Personal development plan is signed by line manager	

### 3. PERFORMANCE EVALUATION

Evaluation is completed on work agreement	
Final evaluation has been discussed with staff member	
Staff member take cognizance of final performance mark	
The evaluation is dated	
The evaluation is signed by the staff member	
The evaluation is signed by the line manager	

### 4. HANDLING OF UNDER PERFORMERS

A performance improvement program has been drawn up	
Clear target dates are set in the performance improvement program	
The performance improvement program is dated	
The performance improvement program is signed by the staff member	
The performance improvement program is signed by the line manager	
Continuous monitoring of performance takes place	

Feedback sessions are recorded in writing	
The written record of feedback sessions are dated	
The written record of feedback sessions is signed by the staff member	
The written record of feedback sessions is signed by the line manager	

PM0302-CHECK LIST performance management **(July 2018)**