

# Tracking Performance

1. Once Performance Contracts have been developed, tracking can commence. Performance Tracking begins with the employee submitting a Performance Assessment for review by their line manager. The employee will begin by clicking on "Contract (Track)" in the "Performance" module page.

Musina Makhado Special Ec...



## Performance

Individual performance development and tracking

[Profile](#)

[Contract \(Develop\)](#)

[Contract \(Track\)](#)

[Development Plan](#)

**Performance Reporting Period 2023/24 – bi-annually**

Selected Performance cycle

### Actionable

Performance contract & personal development plan status for 2023

2. For each task and indicator, the employee will click on "Track".

strategi.exe Musina Makhado Special Ec... Setup Demo User

**Clean offices** 50%  
 (Progress in development of South site)

KPI	Frequency	Target	Status	Score	Weighting
<b>Effective and efficient cleaning services</b> Satisfaction score of line manager on cleanliness of offices	Quarterly	Rating %	Track		100%
KPI's Total				0.00%	100%

**Maintain offices** 50%  
 (Progress in development of South site)

KPI	Frequency	Target	Status	Score	Weighting
<b>Effective and efficient maintenance of offices</b> Level of satisfaction of line manager with maintenance provided	Quarterly	Rating %	Track		100%
KPI's Total				0.00%	100%

Cleaning and maintaining offices tasks weightings: 100%

**Secretarial Duties**  
 KPA Score: 0.00%  
 KPA Weighting: 34%

**Keep record of all documents** 34%  
 (Rand value invested in SIZ infrastructure...)

KPI	Frequency	Target	Status	Score	Weighting
<b>Efficient records keeping</b> Turnaround time to retrieve documents within the archives	Quarterly	Rating %	Track		100%
KPI's Total				0.00%	100%

**Record meeting minutes** 33%  
 (Rand value of investment pipeline secured)

KPI	Frequency	Target	Status	Score	Weighting
<b>Efficient meeting minutes management</b> Turnaround time to record and disseminate meeting minutes to members	Quarterly	Rating %	Track		100%

3. The employee will then rate their performance, on a scale of 1-5 by selecting the appropriate number of stars.

strategi.exe Musina Makhado Special Ec... Setup Demo User

**Demo User**  
 Effective and efficient cleaning services 2023 1st Half APPROVED Track

KPA: 25%  
 Cleaning and maintaining offices  
 Task: 50%  
 Clean offices  
 Indicator: 100%  
 Effective and efficient cleaning services  
 Measure: Satisfaction score of line manager on cleanliness of offices  
 Target Type: %  
 Target Description:  
 Strategy Indicator:  
 Progress in development of South site

Indicator Status

**Targets and Actuals**  
 Effective and efficient cleaning services

Period	Rating	Actual	Employee	Comment
Quarter 1	1-5 ?	★★★★★		
Quarter 2	1-5 ?	★★★★★		
Totals	%	%		

Update

**Attachment Upload**  
 Supporting files

comment...

Choose File No file chosen

Upload

**Timeline**  
 Comments & Attachments

4. Click "Update" to save changes, and the upload any supporting attachments. Once completed, click on "Track" to return to the "Contract (Track)" page.

strategi.exe Musina Makhado Special Ec... Setup Demo User

**Demo User**  
Effective and efficient cleaning services 2023 1st Half APPROVED Track

**KPA: 25%**  
Cleaning and maintaining offices

**Task: 50%**  
Clean offices

**Indicator: 100%**  
Effective and efficient cleaning services

**Measure:** Satisfaction score of line manager on cleanliness of offices

**Target Type:** %

**Target Description:**

**Strategy Indicator:**  
Progress in development of South site

100 of 100 %  
Indicator Status

**Targets and Actuals**  
Effective and efficient cleaning services

Period	Rating	Actual	Employee	Comment
Quarter 1	1-5 ?	★★★★★		
Quarter 2	1-5 ?	★★★★★		
Totals	% 100	% 100		

Update

**Attachment Upload**  
Supporting files

comment...

Choose File No file chosen

Upload

**Timeline**  
Comments & Attachments

5. The employee will repeat these steps until all the tasks and indicators in the performance contract is completed. Once done, click on "Finalize and Submit". This will save the Performance Assessment and send an email to the line manager notifying them that an employee has completed their Performance Assessment.

Reports

Approvals

rt

Policies

Know How

Contacts

KPA's weighting total: 100%

**Preliminary Score**

Submit your inputs for review to your manager.

**Finalize & Submit**

**Comments**  
Updates and attachments

New

6. From the line managers perspective, they can review any pending Performance Assessments by going to the "Performance" module page and clicking on "Contract

(Track)".

Musina Makhado Special Ec...



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7. Then click on "My people".



## Performance

Individual performance development and tracking

[Profile](#)

[Contract \(Develop\)](#)

[Contract \(Track\)](#)

[Development Plan](#)

[My Contract](#)

[My People](#)

[My HR](#)



1st Half [APPROVED]

### Compliance Leadership

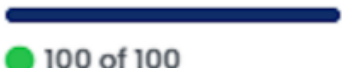
KPA Score: 45.00%

KPA Weighting: 10%

8. The line manager will then be able to see all Performance Assessments pending approval. Click on "Review" to begin.

	Status	
	1st Half : APPROVED	<a href="#">View</a>
1	1st Half : TRACKING: MANAGER REVIEW	<a href="#">Review</a>
ia.com	1st Half : DEVELOPING	<a href="#">View</a>

9. The line manager will then add their own assessment for each task and indicator, by clicking on "View" on the relevant tasks and indicators.

Frequency	Target	Status	Score	Weight
Quarterly	Rating %	<a href="#">View</a> 	100.00%	10
			100.00%	10

10. Similarly to the employee, the line manager will then rate the employees performance on a scale of 1-5. Once completed, click "Update" to save changes and then "Track" to return to the previous page.

strategix.exe Musina Makhado Special Ec... Setup Cebo Ngobese Track

**Cebo Ngobese**  
2023 1st Half APPROVED

KPA: %  
Task: %  
Indicator: %  
Measure:  
Target Type:

0 of 0  
Indicator Status

**Targets and Actuals**

Period	Target	Actual	Employee	Comment
Totals	0	0		

Update

**Attachment Upload**  
Supporting files

comment...

Choose File No file chosen

Upload

**Timeline**  
Comments & Attachments

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11. The line manager will repeat the above steps until Performance Assessments for all the tasks and indicators have been completed. Once done, the line manager will "Approve - HR Review" to save changes and send the Performance Assessment to the HR partner for review. The HR partner will be notified that an employees Performance Assessment is ready for review. It is important to note that the line managers assessment of the employee will be considered the final rating for that employees performance.

KPA's weighting total: 100%

**Review Action**

feedback on review

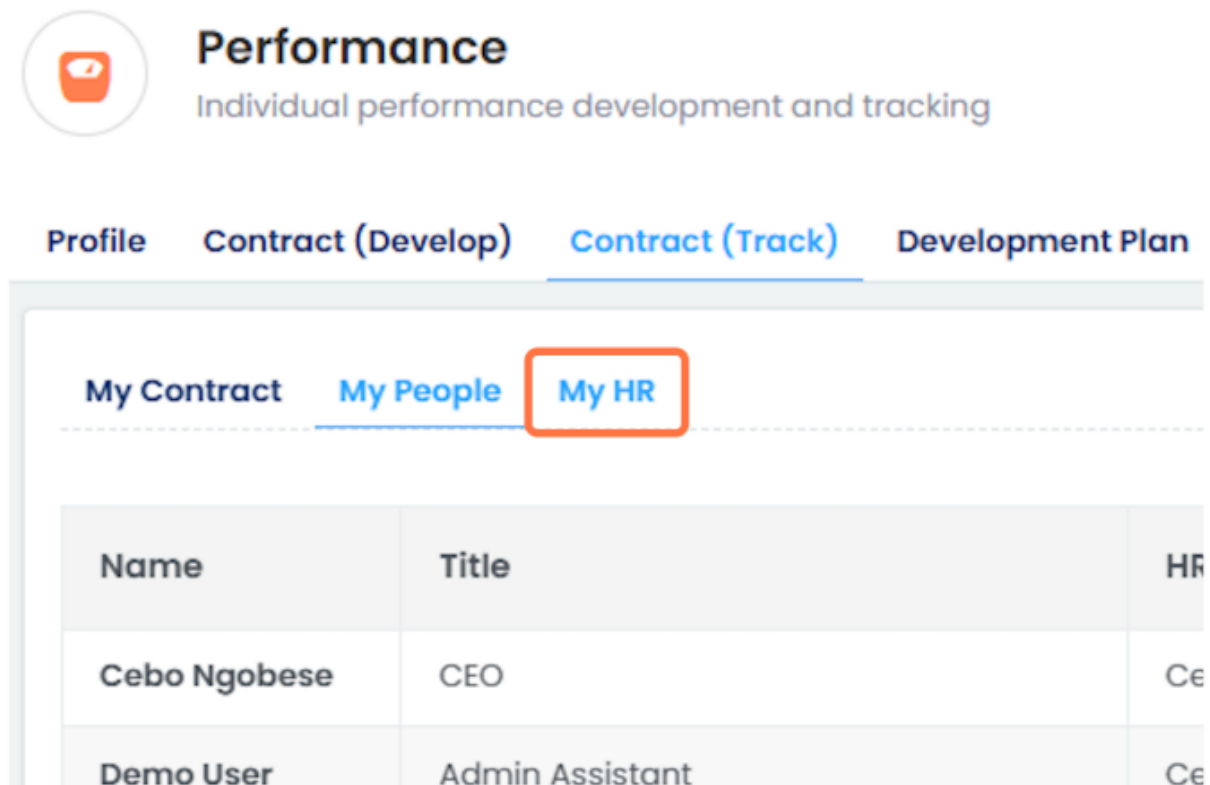
APPROVE - HR REVIEW

Preliminary Score

**Comments**  
Updates and attachments

12. From the HR partners perspective, they can review all pending Performance Assessments by going to the "Performance" module and clicking on "Contract (Track)" and then "My

HR".



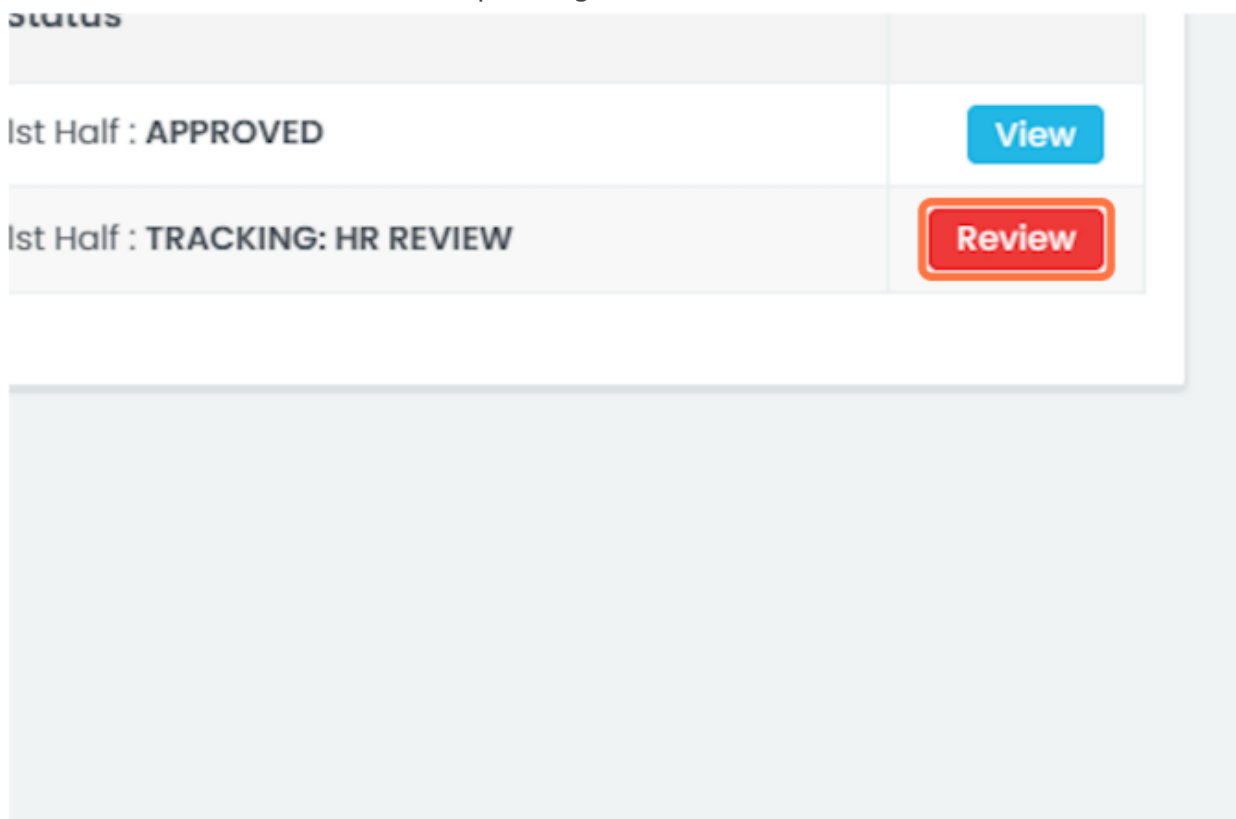
**Performance**  
Individual performance development and tracking

Profile   Contract (Develop)   Contract (Track)   Development Plan

My Contract   My People   **My HR**

Name	Title	HR
Cebo Ngobese	CEO	Ce
Demo User	Admin Assistant	Ce

13. Then click on "Review" next to the pending Performance Assessment.



Status	
1st Half : APPROVED	<a href="#">View</a>
1st Half : TRACKING: HR REVIEW	<a href="#">Review</a>

14. The HR partner can then review the Performance Assessment, and either Approve or Decline it. The HR partner is not able to make any changes to the Performance Assessment so if they decline it, they will be required to provide comments as to why. This will then be sent back to the line manager so they can amend the Performance Assessment.
- Once the HR partner approves the Performance Assessment, the next performance cycle

will commence.

ment

ashboard

ports

approvals

policies

ow How

ontacts

Review Action

This is acceptable

APPROVE

DECLINE

Preliminary Score

Comments

Revision #1

Created Wed, May 3, 2023 6:24 AM by Niyaaaz Ebrahim

Updated Wed, May 3, 2023 6:49 AM by Niyaaaz Ebrahim