

PERFORMANCE MANAGEMENT PROCESSES PERTAINING TO THE CLOSING OF THE 2022 AND OPENING OF THE 2023 CYCLES

Dear colleagues

The purpose of this communication is to:

- remind you that your performance review for 2022 must be completed on or before **12 February 2023**, and
- provide information regarding the completion of the 2023 performance agreements.

1. Performance reviews 2022

The process consists of the following steps:

Step	Importance
1. Ensure that both manager and employee have the correct performance contract. The line manager approves the final criteria for review on PeopleSoft.	To ensure that both manager and employee refer to the same performance contract during the review.
2. Set a date, time and venue for the performance review.	To ensure that sufficient time is allocated for the conversation to take place in private and that both parties have adequate time to prepare.
3. Prepare for the performance review.	To ensure that a meaningful and comprehensive two-way conversation takes place.
4. Engage in the performance review conversation.	To share views and reflect on the past year's successes, challenges, growth, ideas and plans for improvement and development.
5. Ensure that the rating is captured on PeopleSoft.	For accurate record-keeping and an audit trail.

2. Performance Agreements 2023

Performance contracting provides an opportunity at the beginning of the year to:

- plan your work and set SMART (specific, measurable, attainable, realistic and time-bound) goals;
- ensure a shared commitment to UP 2025 strategic goals;
- engage in conversations about what we expect from each other in terms of work output, support, tools, resources, etc; and

- discuss career goals and development plans.

The performance **contracts for 2023** must be finalised on PeopleSoft by **latest 31 March 2023**.

Should you have any queries or require assistance, please do not hesitate to contact your HR Business Partner.

Sincerely



Ms Sithembile Mbuyisa
Director: Department of Human Resources