



**POLYTECHNIC OF NAMIBIA
HUMAN RESOURCES DEPARTMENT**

ADMINISTRATIVE SUPPORT STAFF: JG 10 - 16

GUIDELINES

1. The Bursar/Registrar/Director/Manager/Supervisor Administration Support is required to arrange a meeting with the new staff member in the first two weeks after commencement of duty.
2. The job description of the position and the probationary expectations and objectives as spelled out in the key performance areas shall be clearly spelled out.
3. Monthly meetings must be held with the probationer to discuss problems, needs of the probationer and to provide advice, direction, feedback and support.
4. Any concern regarding conduct and performance shall be addressed immediately and unsatisfactory performance shall be supported by further information.
5. At least two weeks before the end of a 3-months probation period, the stipulated probationary review report must reach the relevant HR Officer.

GENERAL PERFORMANCE REQUIREMENTS

1. Demonstrated ability and readiness to carry all the responsibilities of the job.
2. Achievement of work output as stipulated in the position description.

MISSION CRITICAL FACTORS:

Attendance and reliability	Adherence to stipulated hours of work - punctuality sense of duty. Self Management.
Quality of work	Accuracy, completeness, thoroughness, neatness of work. Achievement of set standards.
Productivity	Work rate, volume, ability to meet deadlines, performance in busy periods, accomplishments.
Interpersonal skills	Effective interaction with colleagues, students, work team and members of the public. Positive co-operative working relationship with other staff.
Communication	Expression of information/meaning verbally and in writing without ambiguity, appropriate to the audience. Use of correct grammar, vocabulary, spelling and style.
Initiative, Judgement and Resourcefulness	Resourcefulness, selfstarting, ability to act on own. Initiate, improves methods and procedures which facilitate achievement of unit goals. Problem solving skills. Soundness of judgement.
Accountability	Dependable employee. Providing support.
Supervision	Controlling, evaluating, leading, supervising, organizing, planning the performance of staff
Overall Rating	

RATING CATEGORIES AND DEFINITIONS:

N/A	Not Applicable:	Does not apply to this position.
1	Unacceptable:	Performance does not meet the minimum expectations and requirements.
2	Needs improvement:	Inconsistent performance. Intervention of supervisors is required.
3	Meets set standards:	Consistently meets expected performance level.
4	Exceeds expectations	Consistently exceeds expected performance level.

COMMENTS BY EMPLOYEE:

I acknowledge that this quarterly appraisal report was discussed with me.

I agree with the report: Yes No

I wish to make the following comments:

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My signature does not necessarily indicate that I agree with this appraisal.

EMPLOYEE:

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NAME	SIGNATURE	DATE
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COMMENTS BY HEAD OF DIVISION: THE BURSAR/REGISTRAR/DEAN/DIRECTOR/MANAGER:

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RECOMMENDATION:

CONTINUE PROBATION	<input type="checkbox"/>	CONFIRM PERMANENT APPOINTMENT / SUCCESSFUL COMPLETION OF PROBATION	<input type="checkbox"/>
EXTEND PROBATION	<input type="checkbox"/>	TERMINATE APPOINTMENT	<input type="checkbox"/>

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NAME	SIGNATURE	DATE
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COMMENTS BY VICE-RECTOR (Academic Affairs & Research or Administration & Finance):

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RECOMMENDATION:

CONTINUE PROBATION	<input type="checkbox"/>	CONFIRM PERMANENT APPOINTMENT / SUCCESSFUL COMPLETION OF PROBATION	<input type="checkbox"/>
EXTEND PROBATION	<input type="checkbox"/>	TERMINATE APPOINTMENT	<input type="checkbox"/>

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NAME	SIGNATURE	DATE

COMMENTS BY RECTOR:

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RECOMMENDATION:

CONTINUE PROBATION	<input type="checkbox"/>	CONFIRM PERMANENT APPOINTMENT / SUCCESSFUL COMPLETION OF PROBATION	<input type="checkbox"/>
EXTEND PROBATION	<input type="checkbox"/>	TERMINATE APPOINTMENT	<input type="checkbox"/>

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NAME	SIGNATURE	DATE