



**MKHAMBATHINI**  
**Municipality**  
*For the community*

**MKHAMBATHINI LOCAL MUNICIPALITY**

**RECRUITMENT AND SELECTION POLICY**

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## **1. PURPOSE**

The purpose of this policy framework is to give guidelines on the recruitment and selection of existing and new employees to vacant positions on the approved establishment of the Mkhambathini Municipality.

## **2. POLICY STATEMENT**

- a) Municipality recruitment, selection and processes will fundamentally be about matching human capital to the strategic and operational needs of the organization and ensuring the full-utilization and continued development of these resources.
- b) The Municipality aims to attract, obtain and retain people with the required competencies (knowledge, skills and attributes) within the organization.
- c) In addition, this policy aims to ensure that a continuous supply of high caliber employees is available to meet the Municipality's immediate and future human resource needs.
- d) The Municipality will adhere to the relevant employment laws e.g., Basic Conditions of Employment Act, Employment Equity Act, Labour Relations Acts, National Qualifications Framework and the Skill development Act.
- e) The Municipality will not discriminate based on age, religion, culture, race, gender or sexual orientation.
- f) The Municipality will always adopt a professional, non-discriminatory, open and fair approach to recruitment subject to its Employment Equity Obligations and its stated Affirmative Action Policy.

## **3. POLICY DESCRIPTION**

### **3.1. Advertising of vacant post**

All vacant posts that exist on the approved organisational structure shall be advertised internally or externally as per the procedure set out below.

#### **Junior posts: task grade 3 - 11**

- a) All junior posts on the approved organogram shall be advertised internally first through an Internal Vacant Positions Bulletin and must be posted on the municipal notice board and municipal website.
- b) The Supervisors shall inform Human Resources about vacancies that arise from their sections who shall inform the Director: Corporate Services and thereafter Municipal Manager about the posts that need to be advertised.
- a) A minimum time period of 5 working days shall be allowed for submission of applications for internal advertisement.

- b) If the internal candidates do not meet the standard or average criteria of interviews the positions can be advertised through the External Vacant Position Bulletin through newspapers and municipal website. The minimum time period of 14-21 days shall be allowed for submission of application for external post.

#### **4. MIDDLE POST AND MIDDLE MANAGEMENT POST TASK GRADE 12 TO 17**

- a) All middle post shall be advertised externally.
- b) The positions may also be advertised in Local newspapers and municipal website
- c) A minimum period of 14-21 working days shall be allowed for submission of applications.

Online submission of application forms is acceptable wherein applicants must send their application forms and supporting documents as stipulated in the advertisement to [Recruitment@mkhambathini.gov.za](mailto:Recruitment@mkhambathini.gov.za)

#### **5. SHORTLISTING AND INTERVIEWS PROCESS**

- a) The Municipal Manager shall appoint a selection panel for all positions, the selection panel must comprise of at least 3 but not more than 5 members.
- b) The chairperson of the panel must be the supervisor, or a staff member employed at least one job grade higher than that of the advertised post.
- c) In deciding on the composition of the selection panel, the municipal manager must have regard to the following considerations:
- d) The nature of the post.
- e) The gender and race balance of the panel; and
- f) The skills, expertise, experience and availability of the persons to be involved.
- g) A member of a selection panel must-
- h) disclose any interest or relationship with shortlisted candidates during the short-listing process.
- i) recuse himself or herself from the selection panel if-
- j) his or her spouse, partner, close family member or close friend has been shortlisted for the post.
- k) The panel member has a de facto relationship or some form of indebtedness to a shortlisted candidate or vice versa; or any other conflict of interest; and sign a declaration of confidentiality.
- l) If a union representative is allowed to attend interviews as an observer, he or she must sign the declaration to prevent the disclosure of information to unauthorized persons.
- m) The head of Human resource or his or her delegate must facilitate and provide advisory

services during the selection process to ensure compliance with the Regulations in the recruitment and selection process.

- n) A staff member delegated to provide secretarial services during the selection process may not form part of the selection panel.
- o) Each panel member must disclose potential conflict to be considered by the full selection panel at the initial meeting of the panel.
- p) If a conflict of interest becomes apparent during the selection process, the Municipal Manager or his or her delegate may take the appropriate steps to remedy the situation, which may include declaring the selection process invalid and commencing a new process.
- q) If a conflict of interest becomes apparent after the appointment, the Municipal Manager or his or her delegate must report the matter to the relevant delegated authority which must take remedial action and, where necessary, disciplinary action.
- r) At the end of the interviews, the selection committee shall compile a report detailing the outcome of each interview and the performance of each candidate. This report will also, reflect the committee's recommendations on the suitable candidate, and be submitted to the Municipal Manager.
- s) The Municipal Manager will make the final decision in the appointment of all officials of the Municipality
- t) The Human Resources Department shall keep all records, (including, a copy of the advert, a list of applications received, a list of short-listed candidates, the decisions of the selection committee, and any other relevant information), in an active file for, at least, 3 years from the date.

### **5.1. References and personal credential verification**

- a) Reference checks and personal credential verification for shortlisted candidates must be conducted by-
- b) verifying the candidate's suitability for the job with the current or previous employer.
- c) establishing the validity of candidate qualifications and any other verification required by the position before appointment.
- d) determining whether the candidate has been dismissed previously for misconduct or poor performance by another municipality or employer, and, if so, the nature of that misconduct or poor performance; and
- e) verifying any other additional personal credentials as may be required by the nature of the job such as criminal records, identification document, security clearance and,

where necessary, credit checks.

- f) A written report on the outcome of the reference checks and personal credential verification must be compiled and considered before the appointment is concluded.
- g) Candidate who does not have a previous employment record may not be disqualified as a candidate for appointment to an advertised post.

## **5.2. Shortlisting and interviews in case of national disaster**

- a) In case of National disaster where employees are not allowed to be on the workplace, but only essential services employees are permitted to work the municipality with the permission of Municipal Manager can formulate a shortlisting and interviews committee
- b) The committee should consist of between the minimum of three (3) to five (5) members including the HR representative who will be responsible for interviews administration.
- c) The Municipal Manager or his/her delegate should be responsible to perform duties of the chairperson in both shortlisting and interviews.
- d) The HR should be responsible for contacting shortlisted candidates and scheduling the interviews.
- e) In case where the shortlisted candidates cannot attend the contact interviews in the municipality, the interviews should be conducted telephonically or virtually.
- f) The HR department should be responsible for minutes taking even if the interviews are telephonically or visual audio.
- g) The Human Resources Department shall keep all records, (including, a copy of the advert, a list of applications received, a list of short-listed candidates, the decisions of the selection committee, and any other relevant information), in an active file for, at least, 3 years from the date.

## **5.3. Appointment of new staff member**

- a) New staff will only be appointed into positions that are on the approved structure.
- b) Every appointment will be affected based on the collective agreements of the South African Local Government Collective Bargaining Council and legislation on Human Resources Matters.
- c) All appointments will carry remuneration as determined by the job evaluation wage curves. This means salaries of new and existing employees must be within relevant Task Grade. No one shall be appointed out of range of the salary scale of the Municipality.

- d) The Municipal Manager will sign-off appointments letters for all positions in Municipality.
- e) All new appointees shall start at the bottom of the salary range, unless it is lower than or equal to his/her salary with the former employer. The Human Resources Department will open a file for each appointed employee and place the report of the selection committee and the employment contract therein.
- f) The new employee will be presented with a set of documents to complete, including the bank details form, nomination of beneficiaries, biographical information required by the employer as prescribed by the Basic Conditions of Employment Act, as amended, Employment Equity Act, and any other act relevant to his/her employment and any other document the Municipality may deem necessary to keep in the employee's file.
- g) The Human Resources Department will advise and provide the payroll office with the details of the new employee for the purposes of preparing his /her salary when it is due. In this regard, greater effort will go towards ensuring all the necessary information is received even before the employee assume duties with the Municipality.

#### **5.4. Appointment of support staff to offices of public office bearers**

- a) A person appointed to a post on the approved staff establishment in order to support the office of a public office bearer must either be—
- b) seconded from a post on that municipality's approved staff establishment or another municipality's staff establishment; or
- c) appointed on a fixed-term contract of employment linked to the term of office of the public office bearer.
- d) The duration of the secondment or fixed-term employment contract contemplated may not be longer than 30 days after the public office bearer vacates office.
- e) The recruitment and selection process followed for the posts such as Personal Assistants/Secretary/VIP Protectors shall be limited to headhunting.

### **6. RE-EMPLOYMENT OF DISMISSED STAFF**

- a) A person who was dismissed from a municipality for any reason stated in column B of the table in Annexure E, may not be employed in any municipality before the period set out in column C of the table has expired.
- b) A person who has lodged a dispute in terms of any applicable legislation, may be

appointed subject to the outcome of the dispute.

- c) The periods set out in column C of the table in Annexure E (Municipal staff regulation), run concurrently in respect of a person who was dismissed for more than one category of misconduct set out in column B of the table in Annexure E.
- d) A municipality must maintain a record of staff dismissed for misconduct and staff who resigned prior to the finalization of any disciplinary proceedings.
- e) The record must contain-
- f) The full names and identity number of the person.
- g) The title of the post that the person occupied.
- h) The nature of the misconduct.
- i) The date of suspension, if any.
- j) The conditions of suspension, if any.
- k) The date on which the misconduct was referred to a disciplinary hearing or pre-dismissal arbitration, the date of commencement of the disciplinary hearing or pre-dismissal arbitration.
- l) the finding: whether a dispute was referred to the bargaining council or the Labour Court.
- m) the costs incurred by the municipality, and the date of resignation or dismissal of the person.

## **7. INDUCTION**

### **Objective**

The objective of this policy is to outline policy guidelines for the induction of permanent employees and long-term contract into the Municipality.

- a) Ensure that Managers and / or nominated delegates make the new employee more rapidly productive by exposing the new employee to the way in which work must be performed.
- b) Provide managers with a tool that will reduce fear, anxiety and insecurity in the new employee.
- c) Alert managers on how to address a new employee's expectations and reduce labour turnover.
- d) Ensure that managers or designated persons follow proper procedures in inducting new employees on the job;
- e) Provide a proper basis for the new employee to acclimatize to the new job and operate effectively and efficiently until a broader orientation programme is conducted.



## **8. INDUCTION PROCESS AND PROCEDURE**

### **8.1. Probationary period policy**

- a) Employees are employed on a probationary period of up to twelve (12) months. The purpose of a probationary appointment as part of the selection process is to assess, as early as possible in a working environment, an employee's suitability for employment in a particular job. During the probationary period, employees must be given the opportunity to demonstrate the standards expected of them and be provided with appropriate feedback, assistance and support to achieve. Resignation or termination during this period should comply with Basic Conditions of Employment Act Section 37.
  
- b) The line manager must inform the HR Department when the employee has successfully completed the probation. The HR department will in turn, confirm the employee's formal appointment to a position by means of a written letter to the employee. The probationary period may be extended based on the performance of the individual. If an extension is to be applied, the employee is to be advised in writing of such an extension and the conditions set out for this extension.

### **8.2. Relocation expenditure**

#### **Objective**

The objective of this expenditure is to reimburse existing and new employees being transferred at the request of the Municipality to another locality necessitating a residential change. It applies to existing and new employees who wish to relocate on their own accord. The employee is entitled to reimbursement for removal expenses for one trip. Employees whose relocation expenses were paid by the municipality will be obliged to remain in the employ of the municipality for a period of 24 months following the payment of the relocation expenses. Should the employee resign from the municipality within the foresaid 24 months, the employee will be obliged to refund the municipality for the remaining period calculated on a pro-rata basis.

The following expenses may be reimbursed by the Municipality:

- a) Transport expenses and insurance costs of personal effects;
- b) Storage costs of personal effects for a period not exceeding 3 months;
- c) Transfer and registration connected with the purchase or erection of a new dwelling.

### **8.3. Authorization and payment of relocation expenditure**

- a) The Municipal Manager will be responsible for the approval of any expenditure related to the transfer of resettlement of employees and any other costs under this section.
- b) In the case of household removals, three quotations should be called upon and submitted to the HR Department. The HR Department and SCM will determine and authorise the removal company to be contracted to.
- c) The Finance department will affect payment of such.

## **9. TRANSFER OF EMPLOYEE FROM ONE POSITION TO ANOTHER WITHIN THE MUNICIPALITY**

### **Purpose**

The purpose of this policy is to provide guidelines on circumstances and procedures of employee transfer services of employees in the employees of Mkhambathini Municipality

### **Policy Statements**

- a) Transfers of employee will be implemented to achieve the following objectives.
- b) To fulfill the critical and important needs of the Municipality as may arise from time to time.
- c) To provide employees with the opportunity to acquire knowledge and experience in other areas of the Municipality.
- d) All transfers must be authorized by the Municipal Manager and must be communicated in writing to affected employees.
- e) Where transfers are initiated on behalf of the Municipality, the employee concerned must be consulted in good time and her/his personal situation must be considered favorably in the process.
- f) Should the employee not be keen to be transferred, she/he must be given the opportunity to state her/his reason for not accepting the offer of transfer.
- g) The Municipality may after considering the employee's side of the story, proceed with the transfer if the transfer is in the best interests of the Municipality or is necessary in terms of the operation requirements of the Municipality.

### **9.1. The procedure for effecting lateral transfers**

A lateral transfer can be initiated as follows:

- a) By the Municipality where the intention is to address an operational reason in one or another component of the Municipality.
- b) By an employee for personal or developmental reasons.

#### **Where the Initiator is the Municipality;**

- a) The Municipal Manager should identify the vacant post and communicate with relevant director and HR to follow the transfer process
- b) Municipal Manager should consider the employee qualifications and benefits of the municipality when following the process.
- c) If the proposed transfer is within the same department the Municipal Manager should also communicate with HR and relevant HOD. After the process has been done all documents should be submitted to the Human Resources department for changing of position to the system and also submitted to payroll if there is any changes regarding the salary of employee as well as placing the relevant documentation in the employee's personal file .

#### **Where the Initiator is the employee**

- a) she or he can write a letter handing it to her/his direct Supervisor who would ensure the rest of the process is followed this can only happen if the Municipal Manager approved it
- b) The Human Resource Department shall oversee the application and implement the outcomes as stated in the preceding statements regardless of the initiator and the outcome of the transfer process.

## **10. TERMINATION OF SERVICE**

### **Purpose**

The purpose of this policy is to provide guidelines on circumstances and procedures of terminating services of employees in the employees of Mkhambathini Municipality.

### **Scope of the Policy**

Termination types that are included in this policy are: resignations, end of contract terms, retirement, dismissal, abscondment, termination due to ill-health and death and apply to all employees of the Municipality

#### **10.1. Resignation**

- a) Resignation is an employee-initiated termination and will come to effect with an employee serving the Municipality with a resignation letter indicating a notice period as follows:
- b) One (1) week notice period for employees in service from zero (0) to four (4) weeks.

- c) Two (2) weeks' notice period for employees in service from four (4) weeks to twelve (12) months One-month (1) month notice period for employees in service for twelve (12) months and more.
- d) Withdrawal of resignation letter is not permitted by law and as such the resignation letter is an official termination of the employment relationship between the employer and the employee.

### **10.2. Dismissal**

Dismissal of an employee from service in the Municipality shall be as a result of a disciplinary process.

### **10.3. Death of an employee**

- a) Death of an employee shall result in her/his services terminated with immediate effect.
- b) On receipt of advice that an employee has passed on, Human Resources shall advise a family to nominate a person who will represent the deceased. The nomination will be done through the Court where such person will be appointed as an Executor. The Municipality shall liaise with the nominated family member to process all benefits and payout (Leave days, Bonus, overtime etc.) that are outstanding including the last salary. HR will use Pension Fund guidelines to determine financial dependents and nominees of the deceased. The final decision will be done by the Board of Trustees.

### **10.4. Termination of service due to ill-health**

- a) The Municipality will terminate the services of an employee based only on a medical proof of incapacity to perform current or any duties for which the Municipality can utilize the services of an employee.
- b) An employee can initiate a process that would result to her/his services being terminated due to ill-health if she/he considers her health in a serious shape. However, the provision above shall be the only basis for termination of services.
- c) Where an employee is incapable of continuing to perform the duties for which she/he is employed, the Municipality through dialogue with the employee and or her/his representative will seek first to find suitable alternative employment before considering terminating her/his service.
- d) Where an employee has continuously absented her/himself from work under the pretext of failing health, the Municipality can facilitate medical examination of the employee by a panel of or an individual.
- e) Medical Practitioner costs shall be borne by the municipality if an employee has exhausted his/ her 80 days sick leave in twelve months.

#### **10.5. Abscondment from duty**

- a) An employee shall be deemed to have absconded when she/he has absented her/himself from work for a period of ten (10) consecutive working days without leave. The Municipality will on its part undertake such steps as may be reasonable, to look for the employee before terminating her/his services of the employee. However, the responsibility to report for duty or report inability to report for duty rests squarely with the employee.
- b) The Municipality will terminate an employee's services immediately after the end of the tenth consecutive day of absence from duty by an employee.
- c) Termination of a service due to abscondment from duty can be reversed considering personal circumstances of an employee and following the staging of a disciplinary process.

#### **10.6. Retirement from service**

- a) The attainment of retirement age as stipulated in the rules of the relevant retirement fund, subject to a maximum retirement age of sixty- five (65) years.
- b) Notwithstanding the stipulated age requirements, employees of any gender can elect to go an early retirement from the age of fifty-five (55) years

#### **10.7. Termination of an employment contract**

- a) The Municipality will terminate automatically an employment contract with a stipulated expiry date at the end of the contract period.
- b) Services can be terminated due to operational requirement as envisaged in terms of the provisions of section 189 and 189A of the Labour Relations Act , Act 66 of 1995(as amended)
- c) The Municipality will place a premium on both the prompt and timely termination of an employee's service on its system and the payment of benefits and monies due to .

10.8. The following terminations shall be initiated by The Human Resources Department on behalf of the Municipality, based on the policy

1. Dismissal
2. Retirement
3. Termination of Contract
4. Abscondment
5. Death

10.9. An employee shall initiate termination of the following nature by completing and duly submitting a termination of service letter.

6. Resignation
7. Early Retirement
8. Termination due to ill-health

10.10. The Human Resources Department will keep records of all terminations shall be reported on the official termination report of the Municipality

## **11. EXIT MANAGEMENT**

- (1) Exit interviews are conducted by the Employer with the employee at the time of voluntary termination, retirement or retrenchment. The purpose of an exit interview is to obtain information about the employee's experience during employment. These exit interviews could provide valuable information about barriers and other factors that could have contributed to the termination.
- (2) Officials leaving the employment of the Municipality should be invited to take part in exit interviews. These should be entirely compulsory and confidential. Officials will be encouraged to discuss their working experiences freely. In this way the exit interviews can help identify problem areas within the workplace. The information generated in the interviews will be evaluated, used to find remedial steps to correct the identified challenges.
- (3) Through the results of the exit interview, the employer will determine and analyze the trends in the Municipality, and this will also assist in the staff retention policy through practical remedial interventions in the identified problem areas. The reasons advanced by employees for the termination of services should be honestly and accurately recorded using the prescribed exit interview questionnaire.

## **12. RETURN OF MUNICIPAL PROPERTY**

Any employee who is leaving the Municipality is required to return all Municipal property in good condition. Property belonging to the Municipal may include, but is not limited to mobile phones, files, access keys, computer, laptops, municipal vehicle and software. It is the responsibility of the manager/supervisor of the employee who is leaving the Municipality to ensure that Municipal property is returned prior to the cessation date working together with Asset accountant and ICT Administrator. The clearance forms from Asset office shall be used to ensure that employee is not owing the municipality and the form should be submitted to Payroll. Under no circumstances shall any payment of benefits be made until the clearance form has been done and submitted to Payroll office.

### **13. PAYMENT DATE FOR TERMINATED EMPLOYEE**

Once an employee is serving a notice of termination He /She shall receive only the salary on normal payday .The employee benefits payout (Leave payout bonus, long service and overtime) shall be paid on the 30<sup>th</sup> of the month the employee is exiting the municipality having considered the above mentioned clearance forms and hand over reports, if an employee is owing the municipality but not have any benefit to be paid to him /her on the exit the payroll office must deduct any outstanding amount on the employee last salary.

**The amendments to the policy were approved by Council at its meeting on 27 June 2024 through resolution number: LC9.5/27.06.2024.**



## TERMINATION OF SERVICE FORM

### SECTION A - To be completed by the Employee and or Supervisor/Manager

Employee's Name		Department		Position	
Termination Date	Task Grade	Reason for Termination			
<u>Employee's Comments:</u>		Employee's Signature: _____			
		Date: _____			
<u>Supervisor's Comments:</u>		Supervisor's Signature: _____			
		Date: _____			

### SECTION B - HOD's Instruction

Post Impact Assessment (see codes at bottom)			
Comments and Recommended Action	Advertisement of Vacancy	Yes	No
	Acting employee to be appointed	Yes	No
	Post to be abolished	Yes	No
	Any other action	Yes	No
	Submitting Municipality property	Yes	No



	(Provide details of property below)		
Signature of HOD:	Date:		

SECTION B - To be completed by the Human Resources Department

			Details of further action to be taken
Exit Interview arranged	Yes	No	
Leave balance calculated			
Medical Aid company advised			
Payroll advised of termination			
Pension/Provident advised			
Employee terminated on Payroll			
Comments:			
Signature of HR Practitioner:			Date

# MKHAMBATHINI LOCAL MUNICIPALITY APPLICATION FORM

(To be attached with relevant documents unless indicated).

We ensure that everyone enjoys equal opportunity and fair treatment in the workplace as enacted by the Employment Equity Act, No 55 of 1998.

## SECTION A: PERSONAL DETAILS

Name(s):	Surname:
Identity no:	Email: Cell no:

Physical Address:	City:	Disability: Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a South African citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you ever been convicted of any crime? Yes <input type="checkbox"/> No <input type="checkbox"/>	Driver's licence: Yes <input type="checkbox"/> No <input type="checkbox"/> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">Code:</div>

### Language proficiency

Language	Read	Write
1.		
2.		
3.		

If selected for employment, will you be willing to submit a pre-verification of qualifications?

Yes   
No

## SECTION B: APPLICATION DETAILS

Position you are applying for:	Preferred start date:
Nature of position:    Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Fixed contract <input type="checkbox"/>	

### Education

Name of qualification	Institution/School	Year obtained
Currently studying:		

### Employment history

Employer	Position	Duration

### References


### Signature disclaimer:

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Name:

Signature: \_\_\_\_\_



## PROBATION FORM

**NAME AND SURNAME:**

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### 1. BACKGROUND

**Title of the Post:** \_\_\_\_\_ **Task Grade:** \_\_\_\_\_

#### 1.1 Key performance Areas:

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#### 1.2 Competency and skills:

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## 2. EMPLOYEE ASSESSMENT

### 2.1. Basic Work Factors

Activity	Exceed standard	Meets standard	Below standard
Quality / quantity			
Deadline /time frame			
Use of resources			
Attendance and punctuality			

**Comments:**

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### 2.2. Communication

Activity	Exceed standard	Meets standard	Below standard
Oral Communication skills			
Written Communication skills (report writing)			

**Comments:**

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### 2.3. Interacting with others

Activity	Exceed standard	Meets standard	Below standard
Cooperation and teamwork			
Interpersonal relationships			
Client services			
Public relations			

**Comments:**

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### 2.4. Conceptual skills

Activity	Exceed standard	Meets standard	Below standard
Planning			
Problem solving			
Creativity			

**Comments:**

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## 2.5. Job skills

Activity	Exceed standard	Meets standard	Below standard
Job knowledge			
Handling challenges			
Initiative			
Administration			

### Comments:

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## 2.6. Manager/Supervisor performance factor

### 2.6.1. Planning and organizing

Activity	Exceed standard	Meets standard	Below standard
<b>Setting objectives</b>			
<b>Organizing and work allocation</b>			
<b>Coordination/integration</b>			
<b>Monitoring group results</b>			

### Comments:

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**2.6.2. Managing/Supervising employees**

<b>Activity</b>	<b>Exceed standard</b>	<b>Meets standard</b>	<b>Below standard</b>
Staffing			
Defining expectations			
Feedback and coaching			
Performance reviews			
Human resources development			
Leadership and motivation			
Communication link			

**Comments:**

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<b>3. RECOMMENDATION/S</b>
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\_\_\_\_\_  
**EMPLOYEE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**IMMEDIATE SUPERVISOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DIRECTOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**MUNICIPAL MANAGER**

\_\_\_\_\_  
**DATE**