



PERFORMANCE TARGETS FORM

NAME OF DEPARTMENT/SECTION:.....

SECTION 1: DEPARTMENTAL OBJECTIVES

List the Departmental priority objectives from which performance targets will be derived

- 1.
- 2.
- 3.
- 4.

SECTION 2: ANNUAL PERFORMANCE TARGETS

S/NO	Appraisee performance targets	Agreed targets
1		
2		
3		
4		
5		

EMPLOYEE DETAILS

Name:.....

Designation:..... Grade:.....

Signature:..... Date:.....

SUPERVISOR:

Name:.....

Designation:.....

Signature:..... Date:.....

COMMENTS BY HEAD HUMAN RESOURCE

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Signature:..... Date:.....

