



MINISTRY OF LABOUR AND HOME AFFAIRS
DEPARTMENT OF EMPLOYMENT SERVICES
PERFORMANCE CONTRACT

Name: \_\_\_\_\_ ID No: \_\_\_\_\_

Name of Host Organization: \_\_\_\_\_ Internship commencement date: \_\_\_\_\_

Period of Appraisal: From \_\_\_\_\_ To: \_\_\_\_\_

PART A: PERFORMANCE OBJECTIVES

INSTRUCTIONS: Please rate the Intern on the following parameters: Key: Excellent (90-100%), Very Good (80 -89%), Good (65 -79%), Satisfactory (50 – 64%), Unsatisfactory (below 50%). Each objective should take 20 marks.

Table with 7 columns: NO, OBJECTIVES, INDICATORS, RESULTS, RATING, INTERN COMMENTS, SUPERVISOR'S COMMENTS. Rows 1-5 for objectives and a final row for 'Total score'.

**INSTRUCTIONS:** Please rate the Intern on the following parameters: Key: Excellent (90-100%), Very Good (80 -89%), Good (65 -79%), Satisfactory (50 – 64%), Unsatisfactory (below 50%). Each objective should take 20 marks.

PART B (PERSONAL ATTRIBUTES)	INDICATORS	RESULTS	RATING	INTERN COMMENTS	SUPERVISOR'S COMMENTS
Reliability and Time Management (How accurate and reliable the performance is and how much work is done on schedule.					
Appearance (cleanliness & dress code )					
Communication skills (verbal, written)					
Initiative and ability to Learn (creativity, contributes new ideas, adaptability, receptiveness, making effort to learn)					
Teamwork (Participation in, support for and promotion of team efforts and has ability to get along with co-workers					
<b>Total score</b>					

**Total Score:** \_\_\_\_\_

**Percentage rating (average of performance objectives and attributes):** \_\_\_\_\_

**Intern overall Comments:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's overall Comments:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**PART C: TO BE COMPLETED BY THE DEPARTMENT OF EMPLOYMENT SERVICES OFFICERS DURING INSPECTIONS**

Remarks:

---

---

---

Name of Officer: \_\_\_\_\_

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

Date: \_\_\_\_\_