Appendix A - Definitions and Terminology

Definitions, Abbreviations and Acronyms

KPA: Key Performance Area

KC: Key Competency

LB: Leadership Behaviours

VB: Values and Behaviours

KPI: Key Performance Indicator

Performance Agreement: A performance plan or performance agreement is the agreed upon document determining an employee's scope of work against which he will formally be measured or performance appraised.

Contract: Comprises a performance agreement plus scores from additional components e.g. 360 degree reviews etc.

Agreement Year: A contract is always created for a specific year called the agreement year.

Assessment/Review Period: A performance plan usually consists of one or more review periods e.g. semesters, quarters etc. Within the scope of a performance plan each semester or quarter is called a review period.

Contract Item: All KPA, KC, LB and VB records or items, making up the measurable components of an assessment period on a performance contract are sometimes referred to as the contract items.

Assessment Frequency: How often contract reviews will be held. If the assessment frequency is:

- Annual, there will be 1 review or assessment

- Bi-annual = 2 reviews
- Quarterly = 4 reviews, etc.

CWA: Calculated Weighted Average. The total section score calculated separately for the KPA and KC sections. The weight per contract item is incorporated into this final calculation.

RA: Revised Average. The KPA and/or KC sections' final scores if manually revised by the employee's supervisor.

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