



# E&N HR HEROES SOLUTIONS

*Strategic Workforce Intelligence & HR Advisory*

## PERFORMANCE & EVALUATION TEMPLATE SUITE

This suite provides structured frameworks to evaluate employee performance, track Key Performance Indicators (KPIs), and manage probationary periods in compliance with Tanzanian labour laws (ELRA).

These tools are designed to foster accountability, drive growth, and legally substantiate employment decisions.



**MEASURE**  
WHAT MATTERS



**DRIVE**  
PERFORMANCE



**ENSURE**  
COMPLIANCE



**People. Process. Performance.**  
*Building Compliant. High Performing Teams.*

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# EN HR HEROES SOLUTIONS

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### TEMPLATE 1: PROBATIONARY PERFORMANCE REVIEW FORM

Purpose: To formally assess an employee's suitability for permanent employment within the statutory probation period (typically max 12 months under Tanzanian ELRA). Failure to document performance during probation makes it difficult to justify a lawful termination of probation.

<b>Employee Name:</b>	
<b>Job Title:</b>	
<b>Department:</b>	
<b>Date of Joining:</b>	
<b>Review Period:</b>	<input type="checkbox"/> 1st Month <input type="checkbox"/> 3rd Month <input type="checkbox"/> 6th Month <input type="checkbox"/> Final (12th Month)

Part A: Core Competency Assessment

Rating Scale: 1 = Unsatisfactory | 2 = Needs Improvement | 3 = Satisfactory | 4 = Good | 5 = Excellent

Assessment Criteria	Manager Comments / Examples	Score (1-5)
Quality of Work (Accuracy, thoroughness, output)		
Job Knowledge (Understanding of role and procedures)		
Reliability & Attendance (Punctuality, dependability)		
Teamwork & Attitude (Cooperation, alignment with culture)		
Adaptability (Ability to learn and take feedback)		

Part B: Final Probationary Recommendation

Confirm Employment (Employee has met all required standards)

Extend Probation (Specify period: \_\_\_\_\_ months. Note: Ensure total probation does not unlawfully exceed ELRA limits without justification)

Terminate Employment (Employee has failed to meet standards despite feedback)

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Employee signature acknowledges receipt of review, not necessarily agreement)

## TEMPLATE 2: ANNUAL PERFORMANCE APPRAISAL FORM

Purpose: To provide a comprehensive evaluation of an employee's annual performance, align individual goals with organizational objectives, and determine eligibility for increments, promotions, or performance improvement plans (PIPs).

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Review Period (Year): \_\_\_\_\_ Manager: \_\_\_\_\_

### Section 1: Goal/KPI Achievement

Agreed Goal / KPI	Target / Expected	Actual Result	Rating

### Section 2: Behavioral & Leadership Competencies

Evaluate the 'How'—how the employee achieves their results. (Use 1-5 scale)

1. Communication & Collaboration: \_\_\_\_\_
2. Problem Solving & Initiative: \_\_\_\_\_
3. Leadership & Mentorship (If applicable): \_\_\_\_\_
4. Adherence to Company Values: \_\_\_\_\_

### Section 3: Development & Future Goals

Strengths Identified:

\_\_\_\_\_

Areas for Improvement (Training Needs):

\_\_\_\_\_

Goals for the Upcoming Year:

1.

\_\_\_\_\_

2.

\_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TEMPLATE 3: DEPARTMENTAL KPI TRACKING SHEET

Purpose: A dashboard format to track measurable Key Performance Indicators (KPIs) on a monthly or quarterly basis to ensure continuous alignment with strategic targets.

Department: \_\_\_\_\_ Tracking Period: \_\_\_\_\_

Head of Department: \_\_\_\_\_ Date Updated: \_\_\_\_\_

KPI	Metric	Annual Target	Q1 Actual	Q2 Actual	Status
E.g., Reduce Employee Turnover	% Percentage	Under 10%			[ ]
E.g., Increase Sales Revenue	TZS Value	1.5 Billion			[ ]

**Status Key:**

G = Green (On Target) | Y = Yellow (Slightly Behind) | R = Red (At Risk)

Action Plan for 'At Risk' KPIs:

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