**OBJECTIVES AND TARGET SETTING WORKSHEET**

**Senior and Management Staff**

*(A copy MUST be sent to HR – PM)*

NAME: **KESHE, J**  Employee ID: **15008** Period Covered: **JAN – DEC, 2018**

Job Title: **SUPERVISOR, ACCOUNTS** Division: **Commercial (Onshore)** Dept./Unit: **PDO**, **OGHARA**

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| --- | --- | --- | --- | --- | --- | --- |
| **S/No** | **Objective**  *(Description of what needs to be achieved)* | **Weighting**   * Assign a % to each objective * Weightings must add up to 100% in total | **Measure**   * *How will it be measured* * *What will you see, hear, feel when the objective is achieved* | **Target**  *(what is the desired level)* | **Milestone Dates**  *Agree dates for each key objective*  *Agree review dates* | **Result achieved and Comment**  *- Comment on how well the*  *objective was achieved*  *(include specific evidence)*  *- Comment on what was done*  *- Record actual achievement*  *dates* |
| 1 | ENSURE BANK STATEMENTS ARE MADE AVAILABLE TO PROCESS MARKETERS’ PAYMENT | 20% | TIMETAKEN TO PROCESS PAYMENTS | 10AM DAILY | DAILY |  |
| 2 | ENSURE PREPARTION OF PERIODIC REPORTS | 15% | TIMELINESS AND ACCURACY | 5TH OF PRESIDING MONTH 90% | MONTHLY |  |
| 3 | ENSURE RECEIPTS AND SAFEGUARD OF METER TICKETS | 15% | NUMBERS OF MISSING TICKETS | NIL NUMBER OF MISSING TICKETS | DAILY |  |
| 4 | ENDORSE METER TICKET FOR LOADING | 15% | %PHYSICAL METER TICKETS SIGNED | 100% | WEEKLY/MONTHLY |  |
| 5 | ENSURE BUDGET COMPLAINCE | 15% | %COMPLAINCE WITH BUDGET | 90% | WEEKLY |  |
| 6 | ENSURE REDUCTION OF STAKEHOLDERS COMPLAINTS | 15% | NUMBER OF COMPLAINTS | 1 PER MONTH | DAILY |  |
| 7 | ENSURE SAFETY OPERATION | 5% | NO OF ACCIDENTS | NO ACCIDENTS | DAILY/QUARTERLY |  |

Employee’s Signature Supervisor’s Signature Reviewing Manager’s Signature