ANNUAL UTILISATION RECORD / WORKED EXAMPLE

Annual Performance Assessment: Breakup-Load Utilisation

PROGRAMME PARTICIPANT: J. M----
ASSESSMENT PERIOD: FY 2025/26
ROLE: REFERENCE OPERATIONS ANALYST
MANAGER: P. D----

52.0	47.1	90.6%
HIGHEST OBSERVED WEEKLY OUTPUT	CURRENT SUSTAINED OUTPUT	UTILISATION

THREE VACANCIES. ONE WEEK. CAPACITY CONFIRMED.

RATING CONFIRMED

RATING CALCULATION

The Scale Begins Where Choice Ends

UTILISATION	CLASSIFICATION	DISPOSITION
0-49%	Outcome absent	Replacement review
50-74%	Below expectations	Improvement action
75-84%	Meets expectations	Available capacity
85-89%	Fully meets	Margin remains
90-100%	Exceeds expectations	Reference aligned
>100%	Unexplored territory	Preserve workstation

Expected performance occupies 75 through 89 percent. Only operation within the final ten percent exceeds expectations. A result above the scale is not a higher rating because payroll has no corresponding value.

PARTICIPANT COMMENT

Comment and Management Disposition

> I was covering three vacancies during the shutdown. I cannot continue at that level and do not accept that one week defines my sustainable capacity.
>
> PARTICIPANT STATEMENT / SIGNATURE NOT OBTAINED

MANAGER RESPONSE

Prior output is accepted as authoritative capacity evidence. Vacancy context describes the conditions under which capacity was observed; it does not invalidate the observation. The participant has not identified a required output that has ceased.

> A visionary participant considers the full programme horizon, not the temporary difficulty of the current employee lifecycle.
>
> CALIBRATION PANEL WORDING / APPROVED

This makes disagreement evidence.

FINAL RECORD

Calibration and Sign-Off

RECORD	FINDING	DISPOSITION
Participant rating	90.6%	Exceeds expectations
Manager confidence	High	Baseline retained
Wellbeing concern	Recorded	Separate workflow
Employee agreement	Not obtained	Not required
Appeal status	Open	Rating remains effective

The assessment is complete. The open appeal shall be reviewed by a manager whose own team-utilisation result is not affected by the outcome, if one can be identified.

No independent manager available.

EXCEEDS EXPECTATIONS