

Mpumalanga Department of Finance
Internal Audit

Individual project goal setting and evaluation

Name: _____

Position/designation: _____

Internal Audit Project: _____

The following objectives were agreed upon between the auditor and his/her senior:

[These objectives should be SMART: specific, measurable, achievable and relevant as well as time bound]

A Goals (as specified according to relevant phases of the audit process - relevant to the level of the team member) and associated assessment:

Goal	Assessment
• Planning and Administration: A B	
• Fieldwork: Process Understanding: -	
• Fieldwork: Control Evaluation -	
• Reporting -	
• Quality Assurance: -	
• Specific development/transfer of skills goals -	

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B **General Comment**

Positives	Development areas

C **Summary**

Rating of performance

[Please tick where applicable]

Exceeded expectation on goals and objectives

Met expectation on goals and objectives

Below expectation on goals and objectives

Approval of goals and performance rating

[Please indicate by crossing yes or no]

	YES	NO
Was the goals submitted to the project seniors before the fieldwork commenced?	<input type="checkbox"/>	<input type="checkbox"/>
Was the goals approved by the relevant seniors on the job before the fieldwork commenced?	<input type="checkbox"/>	<input type="checkbox"/>
Was the performance rating approved?	<input type="checkbox"/>	<input type="checkbox"/>

Signed by Team member

Signed by: Manager

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