



STAFF PERFORMANCE APPRAISAL FORM

GRADES 1-4 AND CASUAL STAFF

STAFF PERFORMANCE APPRAISAL REPORT *(The Section will be completed by the Appraisee)*

Period under Review; from.....To.....

SECTION 1: Personal Particulars

- (i) Name:.....PF No:.....
- (ii) Department/Section:
- (iii) Current Designation.....Terms of Service:.....
- iv) List your current major duties
 - a)
 - b)
 - c)
 - d)

SECTION 2: Performance Targets (derived from the departmental annual work plan (which are derived from the Annual Council Workplan and the Performance Contract Target)

Steps:

- (i) To be filled by the appraisee at the beginning of the appraisal period*
- (ii) To be agreed by the appraisee and the supervisor at the beginning of the appraisal period*

a)Setting of performance targets

Appraisee Performance targets	Agreed targets
1.	
2.	
3.	
4.	
5.	

b) Assessment of performance targets *(To be agreed by the appraisee and supervisor at the end of the appraisal period)- 80%*

Agreed targets	Appraisee score (-1-2-3-4-5)	Supervisor's score (-1-2-3-4-5)	Agreed score (-1-2-3-4-5)
1.			
2.			
3.			
4.			
5.			
Total Score on performance targets (A)			

SECTION 3: Appraiser Attributes (*To be agreed by the appraiser and supervisor at the end of the appraisal period*) Refer to rating scale – 20%

Key Performance targets	Appraiser score (-1-2-3-4-5)	Supervisor's score (-1-2-3-4-5)	Agreed score (-1-2-3-4-5)
i) Skills/Knowledge			
ii) Reliability			
iii) Productivity			
iv) Integrity			
v) Initiative			
vi) Respects rules/regulations related to work			
vii) Punctuality			
viii) Time management			
ix) Timely delivery of assignments			
x) Interpersonal relationships			
Total Score on Appraiser Attributes (B)			

Key

- a) **Skills/Knowledge-**
 - (i) *Has developed skills/knowledge from experience*
 - (ii) *Has skills/knowledge required for the job*
- b) **Reliability** -*Does assigned duties with little supervision*
- c) **Productivity** -*Staff output commensurate with their daily attendance*
- d) **Integrity** -*can be trusted; is honest*
- e) **Initiative** -*Does what needs to be done and performs extra duties*
- f) **Punctuality and Time Management-** *Reports to duty on time/ effectively manages time on assignment give*

Note

- i. Where the supervisor (appraiser) and appraiser fail to agree on a score, the appraiser's score will be final with some explanation.

OVERALL ASSESSMENT

OVERALL TOTAL (A+B) =

APPRAISAL SCORE (%) =.....

Rating Scale

The following rating should be used to indicate the level of performance by an Appraiser.

Description	Rating	Score
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Excellent, target exceeded	5	80% above
Very Good, target fully met	4	70-79%
Good, target almost met	3	50-69%
Below Expectation, target partially met	2	40-49%
Unacceptable, target not met	1	Below 39%

Note:

- i. Performance below 40% will attract sanctions.

SECTION 3: Appraiser’s comments on appraisal by the Supervisor *(To be completed at the end of appraisal period)*

(i) Did performance related discussions with supervisor take place during the reporting period? Yes..... No.....

(ii) Did the discussion help you? Yes..... No.....

(iii) Appraiser’s general comments on performance including any explanations

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Appraiser’s Signature:..... **Date:**.....

SECTION 4: Comments by the Supervisor

Comments by Supervisor and any significant statements made by the Appraiser.

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Section 5: Recommended Remedial Action (Supervisor to tick one or two appropriate remedies)

- a) Training or re-training
- b) Re-assignment of responsibilities
- c) Redeployment
- d) Job enrichment
- e) Job rotation
- f) Coaching and mentorship
- g) Counselling

Section 6: Recommended Reward or Sanction (To be used at the end of the year)

- a) A reward type (e.g. Commendation letter).
- b) Recommended Sanction for poor and very poor performance (e.g. warning letter).
- c) Other recommended interventions (e.g. Counselling, training and development, others)

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Brief comments by the Head of Human Resource

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Signed: **Date:**

(Head of Human Resource)

Approved /Not Approved by **Deputy Vice-Chancellor (Administration, Finance and Planning)**

Signed: **Date:**