**FORM/HR/009-14**



# 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**

1. Name:………………………………………….PF No:………………………..
2. Department/Section: …………………………………………………………………..
3. 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: Appraisee Attributes *(To be agreed by the appraisee and supervisor at the end of the appraisal period) Refer to rating scale – 20%*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Performance targets** | | **Appraisee 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 Appraisee Attributes (B)** | | |  |

## *Key a) Skills/Knowledge-*

1. *Has developed skills/knowledge from experience*
2. *Has skills/knowledge required for the job*
3. ***Reliability*** *-Does assigned duties with little supervision*
4. ***Productivit****y -Staff output commensurate with their daily attendance*
5. ***Integrity*** *-can be trusted; is honest*
6. ***Initiative*** *-Does what needs to be done and performs extra duties*
7. ***Punctuality and Time Management****- Reports to duty on time/ effectively manages time on assignment give*

**Note**

i. Where the supervisor (appraiser) and appraisee 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 Appraisee.

|  |  |  |
| --- | --- | --- |
| **Description** | **Rating** | **Score** |
| 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: Appraisee’s comments on appraisal by the *Supervisor (To be completed at the end of appraisal period)*

1. Did performance related discussions with supervisor take place during the reporting period? Yes……………. No…………….
2. Did the discussion help you? Yes…………….. No… ………….
3. Appraisee’s general comments on performance including any explanations

………………………………………………………………………………………………………

………………………………………………………………………………………………………

………………………………………………………………………………………………………

**Appraisee’s Signature**:……………………………………**Date**:……………………………..

## SECTION 4: Comments by the Supervisor

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

………………………………………………………………………………………………………

………………………………………………………………………………………………………

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

1. Training or re-training
2. Re-assignment of responsibilities
3. Redeployment
4. Job enrichment
5. Job rotation
6. Coaching and mentorship
7. Counselling

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

1. A reward type (e.g. Commendation letter).
2. Recommended Sanction for poor and very poor performance (e.g. warning letter).
3. Other recommended interventions (e.g. Counselling, training and development, others)

………………………………………………………………………………………………………

………………………………………………………………………………………………………

## Brief comments by the Head of Human Resource

………………………………………………………………………………………………………

………………………………………………………………………………………………………

**Signed**: …………………………………. **Date:** ……………………………….............................

## (Head of Human Resource)

Approved /Not Approved by **Deputy Vice-Chancellor (Administration, Finance and Planning) Signed**: …………………………………. **Date:** ………………………………

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