



MMU/FOM: 315005

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PERIOD UNDER REVIEW: FROM..... TO:.....

STAFF PERFORMANCE APPRAISAL REPORT

PREAMBLE

The overall objective of the Performance Appraisal System (PAS) is to manage and improve performance of the public Service by enabling a higher level of staff participation and involvement in planning, delivery and evaluation of work performance.

The PAS is a component of Performing Management System in the University and integrates work planning, target setting, performance reporting and feedback.

It is expected that both the Appraisee and Supervisor will read the Guide to the PAS prior to embarking on the actual appraisal.

The form is to be filled in Duplicate and distributed after the evaluation process as follows:-

- Original to the Appraisee's Personal File.
- Duplicate to be retained by the Appraisee.

SECTION 1:

Personal Particulars

- I. NamePersonal No.....
(Surname, First Name, Others)
- II. School/Faculty/Department
- SectionUnit.....
- Duty station/Campus
- III. Current Designation.....Terms and Services.....
- Job group.....With effect from.....
- IV. Acting Appointment/Special Duty (if any).....
- Job Group.....With effect from.....
- V. Supervisor's Name.....Designation.....

SECTION 2

Departmental Objectives

List the Departmental priority objectives from which performance targets will be derived

- 1.
- 2.
- 3.

SECTION 3

Performance Targets

SN	Agreed Performance Targets (To be completed by the appraisee as agreed with the supervisor at the beginning of the Appraisal period)	Performance indicators/proof of performance(to be completed by the Appraisee in consultation with the Supervisor at the beginning of the appraisal period)
1		
2		
3		
4		
5		
6		

SECTION 4

STAFF TRAINING AND DEVELOPMENT PLAN

Appraisee's training and development needs (to be completed by the appraisee as agreed with the Supervisor at the appraisal period)	Duration of training including of the job training	Comments on the staff training and development undertaken over the appraisal period (to be completed at end of the reporting period)

SECTION 5

NOTE: RATING SCALE: The following rating will be used to assess the level of performance by the Appraisee on the values and core competency section.

Achievement of performance Targets		
All Performance Targets Exceeded	Excellent	101 % to 130 %
All performance Target Fully met	Very Good	90% to 100%
Most performance Target Met	Good	70% to 89%
Performance targets partially met	Fair	50% to 69%
Performance targets not met	Poor	0 to 49%

5(a): Values and staff competencies appraisal

(Supervisor to comment on Appraisee's ability to uphold)

This Section will be completed by the Supervisor after discussion with the Appraisee. The Supervisor and the Appraisee should however discuss the values at the beginning of the appraisal period. The Supervisor should comment on each of the values and competences listed below:
(Please tick the appropriate box)

5 (a) Values : Maximum (35/35 x 20) = 20

		Excellent	V. Good	Good	Fair	Poor	Comments
SN	Value	5marks	4marks	3marks	2mark	1mark	
1	Integrity						
2	Respect for National Diversity						
3	Transparency Accountability						
4	Fairness, Equity and Social Justice						
5	Confidentiality						
6	Commitment to work						
7	Public Participation						

5 (b) Core Competencies: Maximum (30/30 x 20) = 20

SN	Core Competences	Excellent	V. Good	Good	Fair	Poor	Comments
		5marks	4marks	3marks	2mark	1mark	
1	Customer Focus						
2	Professionalism						
3	Technical Competency						
4	Team Work						
5	Time Management						
6	Continuous Learning and Performance Improvement						

SECTION 6:

(THIS SECTION SHOULD BE COMPLETED AT THE END OF THE APPRAISAL PERIOD)

Maximum - 60 marks

SN	Agreed Performance Targets	Performance indicators/proof of results	Self-appraisal mark	Supervisor's appraisal mark	Agreed appraisal mark
1					
2					
3					
4					
5					

Total score on performance targets

Mean score /appraisal score (%)
(a) + (b) + (total section 6)

Appraisal score for previous year (%)

SECTION 7 : Supervisor's comments on performance

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Appraisee's comments on performance

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Appraisee's Comments on Appraisal by the Supervisor (tick as appropriate)
(To be completed at the end of the appraisal period)

- I. Did performance related discussion with your Supervisor takes place during the reporting period Yes No
- II. Did the discussions help you? Yes No

Are you satisfied with the performance ratings awarded you by supervisor? Yes.....No..

If No, please give your reasons for dissatisfaction (Appraiser will be required to attach indicators)

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General comments (if any) on your overall performance

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Appraiser's Signature.....Date.....

Supervisor's Signature.....Date.....