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**JARAMOGI OGINGA ODINGA UNIVERSITY**

**OF SCIENCE AND TECHNOLOGY**

**STAFF PERFORMANCE APPRAISAL FORM FOR STAFF IN GRADE 5 - 10**

**STAFF PERFORMANCE APPRAISAL REPORT**

Period under Review: From ……………………………………… To ………………………………………….

**SECTION 1: Personal Particulars**

1. Name ………………………………………………………………………………………….

 (Surname, First Name, Others)

1. PF No. ……………………………………………………………………………………….

1. Department …………………………………………………………………………………
2. Division …………………………………………. Section ………………………………
3. Duty Station………………………………………………………………………………..
4. Current Designation ……………………………………………………………………..
5. Terms of Service ……………………………………………………………………………
6. Grade ………………………… With effect from ……………………………………...
7. Acting Appointment/Special Duty (if any) ……………………………………………
8. Supervisor Name …………………………… Designation ………………………...........

**STEPS FOR COMPLETING THE PERFORMANCE APPRAISAL FORM**

|  |  |
| --- | --- |
| *Section 1* | *The Section will be completed by the Appraisee.* |
| *Section 2* | *The Section is to be completed by the Appraisee in consultation with the Supervisor at the beginning of the appraisal period*  |
| *Section 3* | (i)*The column on agreed performance targets will be completed by the Appraisee in consultation with the Supervisor.*(ii)*The column on performance indicators shall be completed by the Appraisee in consultation with the Supervisor at the beginning of the appraisal period* (iii)*The column on results achieved shall be completed by the Supervisor in consultation with the Appraisee at the end of the appraisal period*(iv)*The column on performance appraisal is to be completed by the Supervisor at the end of the appraisal period using the rating scale provided. Performance of each target will be scored and the total recorded. A mean score will be calculated and recorded as the appraisal score* |
| *Section 4* | *The section shall be completed by the appraise, a peer and the supervisor after discussion with the supervisor (where applicable)* |
| *Section 5* | *The section is to be completed appraise and the Supervisor on the Staff Training and Development as identified for planning purposes.* |
| *Section 6* | *The section is to be completed by the appraise at the end of the appraisal period* |
| *Section 7* | *The section is to be completed by the Second Supervisor* |
| *Section 8* | *Section to be completed by Vice Chancellor/Deputy Vice Chancellor/Principal* |

**SECTION 2: Departmental Objectives**

Departmental objectives from which Performance Targets will be derived. (To be completed by the Supervisor)

1.

2.

3.

4.

**SECTION 3: Performance Targets**

The areas outlined should be set and agreed between the appraiser and the appraise at the beginning of the appraisal period. (If more they should be attached).

|  |  |  |
| --- | --- | --- |
| **Agreed Performance Targets** (To be completed by the Appraisee as agreed with the Supervisor at the beginning of the appraisal period)  | **Performance Indicators** (To be completed by the Appraisee in consultation with the Supervisor at the beginning of the appraisal period) | **To be completed by the Supervisor at the end of the Appraisal period** |
| Results achieved | Performance Appraisal(See rating scale) |
| 1 |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| **Total score for Performance Targets (TPT)** |  |
| **Average score for performance Targets (AVG) = (TPT/no. of targets)**  |  |
| **Final Score for Targets FST (%) = (AVG/5) x 100** |  |

***General Rating Guideline***

|  |  |  |  |
| --- | --- | --- | --- |
| **Rating** | **Indicator Score** | **Overall Rating %** | **Description of Rating** |
| Excellent  | 5 points  | 90 - 100 | Work performance is consistently of exceptional quality. Employee anticipates circumstances and adjusts effectively to maintain superior performance above standards required for the position. ( A top performer). |
| Good | 4 points | 80 - 89 | Work performance often exceeds what is normally expected of the job. Employee responds effectively to direction and adjusts to circumstances influencing performance. (Makes significant contribution to performance). |
| Satisfactory | 3 points | 60 - 79 | Work performance meets the job requirements and expectations. Employee responds effectively to work instructions. (Is a steady contributor to performance). |
| Fair  | 2 points | 40 - 59 | Work performance falls short of job requirements and expectations but is willing to overcome deficiencies. Employee requires serious effort to improve performance |
| Poor | 1 point | Below 40 | Work performance is adequate but below the standards of performance required for the position. Performance at this level cannot be allowed to continue (is transitional)  |

**Head of Section’s comments on targets set by the Appraisee and the Supervisor**

 *(Confirm whether the targets in section 3 are specific, measurable, agreed, realistic and have a timeline)*

……….…………………………………………………………………………………………………………………………….

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……………………………………………………………………………………………………………….....................

**Head of Section’s Name……………………………….Signature………………………Date…………………………..**

**Supervisor’s comments on performance**

**……………………………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………...………………………**

**Appraisee’s comments on performance ………………………………………………………………………………………..................................................**

**.........................................................................................................................................**

**………………………………………………………………………………………..................................................**

**.........................................................................................................................................**

# SECTION 4 - Staff Performance Evaluation  *(To be filled by the appraisers)*

To be completed by **Self** (*staff member*), **peer**, and **Head of Division**

***KEY***

***The peers are to be drawn from the staff within the School/Division to assess the member of staff as a panel. The nomination of the peers to assess a given member of staff is to be done by Head of Division, endorsed by the Deputy Vice Chancellor (PAF), and the member of staff to be assessed informed. If the member of staff should have objection to any of the peers assessing him/her, then the Head of Division should make a further nomination to replace the particular peer. As far as possible, the nominated peers should comprise staff senior to the appraisee or at the same level.***

###  *Values and Staff Competences Appraisal*

|  |  |  |  |
| --- | --- | --- | --- |
| **NO.** | **ATTRIBUTES** |  | **RATINGS**  |
| **INDICATORS**  | **SELF****(weight=1)** | **PEER** **(weight=2)** | **HoD****(weight=3)** |
| **i.** | **KNOWLEDGE OF WORK/COMPETENCY**  | 1. Knowledge of the job gained through experience.
2. Demonstrates accuracy, skill and completeness of work,
3. General education and specialized training
4. Demonstrates the practical/technical skills and information used on the job.
5. Completes quantity of work given in a normal workday

***(Maximum Score 20)*** |  |  |  |
| **ii.** | **QUALITY OF WORK**  | 1. Effectiveness and Efficiency in execution of duties
2. Proactive in achievement of goals attains expected outcomes
3. Ability to handle multiple responsibilities in an effective manner
4. Utilizes time optimally

 ***(Maximum Score 10*** )  |  |  |  |
| **iii.** | **INITIATIVE AND WILLINGNESS TO ASSUME ON HIGHER RESPONSIBILITIES** | 1. Participates in team activities
2. Is willing to learn tasks outside own specialization

***(Maximum Score 5)*** |  |  |  |
| iv. | **DECISION MAKING SKILLS** | 1. Makes informed decisions
2. Makes timely decisions
3. Tactful in handling delicate decisions
4. Ability to logically identify and analyse problems

***Maximum Score 10*** |  |  |  |
| **v.** | **ATTITUDE TO WORK** | 1. Personality
2. Punctuality
3. General attitude towards work
4. Dedication
5. Commitment and conscientiousness

***(Maximum Score 7)*** |  |  |  |
| **vi**. | **INTEGRITY**   | 1. Incorrupt
2. Honest
3. Professional
4. Champions the practice of fairness, equity and honesty in discharge of duties

***(Maximum Score 20)*** |  |  |  |
| **viii.** | **COMMUNICATION** | 1. Ability to communicate effectively
2. Ability to use modern techniques in communication.

***Maximum Score 6*** |  |  |  |
| **ix.** | **TEAMWORK, INTERPERSONAL & LEADERSHIP SKILLS**  | 1. Participates in team activities and provides leadership for achievement of set goals
2. Interacts effectively with co-workers, supervisors and stakeholders
3. Inspires team members to put in extra effort necessary to achieve set goals and objectives
4. Mentors and coaches others develop careers and competence.

 (***Maximum Score 10)*** |  |  |  |
| **x.** | **CREATIVITY AND INNOVATION** | 1. Ability to develop new workable ideas.

***(Maximum Score 5)*** |  |  |  |
| **xi.** | **CUSTOMER FOCUS** | 1. Involved in activities that build reputation for staff, students and stakeholders
2. Provides feedback to customers
3. Is receptive to customer feedback

 ***(Maximum Score 7)*** |  |  |  |
| **SCORE: (Out of 100)** |  |  |  |  |
| **WEIGHTED SCORE** **(SCORE × WEIGHT)** |  |  |  |  |
| **MEAN SCORE (TOTAL WEIGHTED SCORE ÷ 6)** |  |  |

**SECTION 5: Staff Training and Career Development Plan**

|  |  |  |
| --- | --- | --- |
| **Appraisee’s training and development needs** *(To be completed by the Appraisee as agreed with the Supervisor at the beginning of the appraisal period)* | **Duration of training including on the job training**  | **Comments on staff training and development undertaken over the appraisal period** *(To be completed at the end of the reporting period)* |
| Comments by Appraisee | Comments by Supervisor  |
|  |  |  |  |

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

**Supervisor’s Signature ……………………………………………….. Date ………………………………..**

**SECTION 6:** Appraisee’s Comments on Appraisal by the Supervisor (tick as appropriate) (To be completed at the end of the appraisal period)

1. Did performance related discussions with your supervisor take place

during the reporting period? Yes/No……………….

1. Did the discussions help you? Yes/No …………………..
2. General comments (if any) on your overall performance.

**…………………………………………………………………………………………………………………………**

**…………………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………………………..**

1. Comments on your immediate Supervisor’s contribution to your achievements

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

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

……………………………………………………………………………………………………………….

I have read and discussed this evaluation with my supervisor and I understand its contents. My signature does not necessarily imply that I agree/disagree with the appraisal and the contents.

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

### SECTION 7: Comments by the Second Supervisor

### Comments on the consistency and reasonableness of the comments given by the supervisor and any significant statements made by the Appraisee.

### …………………………………………………………………………………………………………………………..

### …………………………………………………………………………………………………………………………..

### ………………………………………………………………………………………………………………………….

### …

### Second Supervisor’s Name …………………………………………………………………………………….

### Designation ……………………………………….Signature ……………..…… Date…………………….

### SECTION 8: To be signed by :

### Vice Chancellor/DVC (PAF)/DVC (AA)/DVC (RIO)/Principal’s comments

### Name………………………………………… Signature………………………. Date……………...

[Staff Appraisal Report 2008](http://www.scribd.com/doc/22949113/Staff-Appraisal-Report-2008)

From [kclim4020](http://www.scribd.com/people/view/19540336)

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