

EGERTON

EU/AF/FM/21
UNIVERSITY



STAFF PERFORMANCE AND APPRAISAL FORM

REVISED SEPTEMBER 2016



ANNUAL STAFF PERFORMANCE AND APPRAISAL FORM

Period under Review: From: 1st July..... To: 30th June.....

SECTION A: Personal Particulars For Appraisee

This section 'A' to be filled by 31st July of the reporting period.

1. Name Personal No.....
(Surname, First Name, Others)
2. Administrative Unit
(a) Division (b) Faculty/Directorate.....
(c) Department..... (d) Section
(e) Duty Station.....
3. Date of First Appointment.....
4. Terms of Service.....
5. Current Designation
6. Current Grade.....with effect from.....
7. Acting Appointment/Special Duty (if any)
Grade.....with effect from
8. Appraisee's signature.....Date:.....
9. Name of Supervisor
Supervisor's Designation.....Signature.....Date.....

SECTION B: Objectives

This section 'B' to be filled by 31st July of the reporting period.

The University Unit and the Appraiser should prepare their objectives based on the University Strategic Plan Objectives relevant to them.

Egerton University Strategic Objectives

SG1 Provide quality higher education and training

- SO1. Increase student enrolment by 1200 per year
- SO2. Expand human capacity
- SO3. Enhance academic quality assurance systems
- SO4. Improve welfare of staff and students
- SO5. Expand library resources

SG2 Increase research, consultancy and community outreach

- SO6. Increase research output and disseminate findings
- SO7. Enhance development of innovations
- SO8. Engage in consultancy and public policy development
- SO9. Undertake community outreach and extension in priority areas
- SO10. Enhance Monitoring and Evaluation of research and extension activities
- SO11. Engage in emerging cross-cutting issues

SG3 Enhance physical infrastructure and ICT capacity

- SO12. Expand and improve physical facilities relating to and supporting teaching learning and research
- SO13. Develop and integrate ICT in teaching, learning, research, extension and management

SG4 Increase linkages and collaborations

- SO14. Strengthen the Alumni Association
- SO15. Establish Linkages with National and International Institutions and Organisations
- SO16. Increase collaborations with Industry

SG5 Enhance governance and resource mobilisation

- SO17. Enhance human resource development
- SO18. Improve resource mobilization
- SO19. Improve efficiency of service provision
- SO20. Improve the University's financial and risk management

Departmental Objectives:

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Objectives Specific to Appraisee (derived from departmental objectives and job description)

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SECTION C : Activities and Targets for the Employee

(The final score for this section will be out of 80)

1. The supervisor and the Appraiser should negotiate and agree annual activities and targets based on departmental performance contract, objectives and job description.
2. Performance targets should be SMART.

	To be completed by the Appraiser as agreed with the Supervisor at the beginning of the Appraisal period.			To be completed at the end of the appraisal period.			
No	Agreed performance target	Unit of measure	Targets	Self Assessment %	Supervisors Assessment %	Agreed Final Score %	Remarks
i							
ii							
iii							
iv							
v							
vi							
vii							
viii							
ix							
x							
	Total Score						
	AGREED FINAL SCORE (OUT OF 80)						

(Kindly attach an additional sheet in the above format if targets exceed space provide)

Calculation for Section C:

$$\text{Agreed Final score} = \frac{\text{Total Score}}{\text{Total Maximum Score}} \times 80 = \underline{\hspace{2cm}}$$

NB: Total Maximum Score = No. of Targets assessed x 100

SECTION D: Ethics and Work Habits

(The final score for this section will be out of 20)

Egerton University staff are expected to exhibit the attributes below, among others at all times. The supervisor and appraisee should discuss and agree on the score for these attributes.

Key: 1= Poor, 2=Average, 3=Good, 4= Very Good, 5= Excellent

No.	Attributes	Score (1-5) to be filled by supervisor at the end of the appraisal period
i.	Punctuality/time management/meeting deadlines	
ii.	Teamwork/interpersonal relations	
iii.	Customer Care	
iv.	Integrity/ accountability/reliability	
v.	Orderliness/tidiness	
vi.	Delegation	
vii.	Mentoring and coaching	
viii.	Innovativeness	
	TOTAL SCORE	
	ACTUAL SCORE (OUT OF 20)	

Calculation for Section D:

$$\text{Actual Score} = \frac{\text{Total Score}}{\text{Total Maximum Score}} \times 20 = \underline{\hspace{2cm}}$$

NB: Total Maximum Score = No. of Attributes assessed x 5

FINAL SCORE

Final Score = Score in Section C + Score in Section D

$$\text{FINAL SCORE} = \underline{\hspace{2cm}} \%$$

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

Achievement of Performance Targets		
All Performance Targets consistently exceeded	Excellent	95% -100%
All Performance Targets fully met	Very Good	80% - 94%
More than half of Performance Targets met	Good	60% - 79%
Half of the Performance Targets met	Average	50% - 59%
Less than half of performance Targets met	Poor	Below 50%

SECTION E: Staff Development

(This Section is to be filled at the end of the appraisal period)

The supervisor and the appraisee are expected to prepare and implement a staff development plan to ensure continued improvement in performance of the appraisee.

Appraisee’s proposed training and development needs – trainings/courses to be undertaken including on-the-job training, workshops/ conferences and seminars	Remarks

SECTION F: Comments (To be completed at the end of the appraisal period)

Appraisee’s Comments

Did performance related discussions take place during the reporting period? Yes No

Did the discussion help you Yes . No

Appraisee’s Comments (if any) on his/her overall performance

Appraisee’s Signature _____ Date _____

Appraiser’s/Supervisor’s Comments (including any proposed measures to improve performance)

Appraiser’s/Supervisor’s Name: _____ Signature _____ Date _____

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Previous employee's appraisal final score.....

Human Capital and Administration Performance Management Committee's Recommendations

Chair of the Committee (Name) _____ Signature _____ Date _____

DVC (A&F) Comments (*if any*)

Name: _____ Signature _____ Date _____