

## ANNUAL STAFF PERFORMANCE APPRAISAL FORM

**PERIOD OF ASSESSMENT:**..... **TO** .....

**SECTION A: PERSONAL INFORMATION** *(To be filled by the Appraisee).*

Name of the Appraisee: .....

Date of birth: .....

Current Job Title: ..... Salary Scale: .....

Date of 1<sup>st</sup> Appointment: ..... Latest Date of Appointment: .....

Terms of Appointment (Probation, Permanent, Contract): Probation

Name of the Appraiser: .....

Job Title: ..... Salary Scale: .....

Faculty/Institute/Unit: ..... Department: .....

**SECTION B: ASSESSMENT OF THE LEVEL OF ACHIEVEMENT**

At the end of the assessment period, an appraisal meeting should be conducted by the Appraiser. The appraisal exercise should base on the plan elaborated at the beginning of the assessment period.

Key Outputs	Indicator	Targets	Predetermined Rating	Self-Rating out of the predetermined rating	Supervisor Rating out of the predetermined rating	Agreed Rating	Comments of Performance
<b>TOTAL</b>						80%	

**SECTION C: ASSESSMENT OF CORE COMPETENCIES**

This section should be filled by the Appraiser after joint discussions between him/her and the Appraisee. The assessment will help establish any areas where some training or development is necessary. The Appraisee should be rated only in areas, which are relevant to his/her job. The maximum points per competence are **5, which represents excellence, 4-very Good, 3-Good, 2-Fair, 1-Poor, N/A-Not Applicable**. The Appraiser should give work related examples under comments, to justify their rating.

No	Competence	Assessment					Comments
		performance level attained (please tick)					
		5	4	3	2	1	
1	<b>Professional knowledge/skills:</b> Uses own knowledge and expertise to demonstrate good judgment and relates it to work.						
2	<b>Planning, organizing and coordinating:</b> Prioritizes own work, develops and implements plans to rationally allocate resources and build capacity for effective planning and execution of work.						
3	<b>Leadership:</b> Demonstrates credible leadership, uses power and authority fairly and reinforces and communicates vision for change.						
4	<b>Decision making:</b> Makes logical analysis of relevant information and develops appropriate solution.						
5	<b>Initiative &amp; Innovation</b> Shows persistence by addressing current problems; acts proactively, plans for the future and implements comprehensive plans.						
6	<b>Team work:</b> Works cooperatively and collaboratively to build strong teams; also shares information and develops processes to improve the efficiency of the team.						
7	<b>Human Resources Management:/Mentorship</b> Works effectively with people to achieve organizational goals. Trains, mentors and motivates supervisees and also delegates effectively to build a strong working team.						
8	<b>Financial Management:</b> Knows basic financial policies and procedures; is familiar with the overall financial management processes.						

9	<b>Management of other resources (equipment&amp; facilities):</b> Effectively and efficiently uses resources to accomplish tasks.						
10	<b>Result orientation:</b> Takes up duty willingly and produces results.						
11	<b>Customer/Client care</b> Responds well and attends to clients. Reflects a good image of MUST.						
12	<b>Communication:</b> Actively listens and speaks respectfully; seeks and sends clear oral and written messages, and also understands the impact of messages on others.						
13	<b>Integrity:</b> Communicates values to others and takes pride in being trustworthy. Provides quality services without need for inducements.						
14	<b>Time Management:</b> Always maximizes time in accomplishing set targets.						
15	<b>Loyalty:</b> Complies with lawful instructions of Supervisor and is able to provide on-going support to supervisors.						
	<b>Total</b>						20%

**Overall Assessment of Performance**

Overall assessment of performance should be derived by adding the scores of each category of assessment.

Overall Performance Level

Excellent	Very Good	Good	Fair	Poor
5	4	3	2	1
> 80 %	70-79 %	60-69 %	50-59 %	Attained results <50 %

(Tick the relevant box)

**SECTION D: ACTION PLAN TO IMPROVE PERFORMANCE**

The Action Plan shall be jointly agreed during the performance appraisal meeting, taking into account the Appraisee’s required job competencies, and the identified performance gaps. Such action plan for improved performance may include: Training, coaching, mentoring, job rotation, counselling among others.

Performance Gap	Agreed Action	Time frame


**SECTION E: COMMENTS**

**APPRAISEE**

Describe how effectively you have been utilized by the University.

.....  
 .....

How would you like management to assist you in improving your performance?

.....  
 .....

What are your aspirations as far as career development is concerned?

.....  
 .....

Signature of appraisee: .....

**APPRAISER**

Comment:

.....  
 .....

Reasons for comments

.....  
 .....

Recommendation by the Supervisor

.....  
 .....

Signature of appraiser: .....

**DIRECTOR HUMAN RESOURCES**

I confirm receipt of the completed appraisal form.

Name and Signature: .....

Date and stamp: .....