

**EGERTON**

**UNIVERSITY**



# **STAFF PERFORMANCE AND APPRAISAL FORM**

Updated 2022



## ANNUAL STAFF PERFORMANCE AND APPRAISAL FORM

**Period under Review:** From: ..... To: .....

### SECTION A: Personal Particulars For Appraisee

*This section 'A' to be filled by 31<sup>st</sup> 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 31<sup>st</sup> 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



**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	
	<b>TOTAL SCORE</b>	
	<b>ACTUAL SCORE (OUT OF 20)</b>	

**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.

<b>Achievement of Performance Targets</b>		
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.

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

### **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

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Appraisee's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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Appraiser's/Supervisor's Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



**FOR OFFICIAL USE ONLY**

Previous employee’s appraisal final score.....

Human Capital and Administration Performance Management Committee’s Recommendations

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Chair of the Committee (Name)\_\_\_\_\_Signature \_\_\_\_\_Date \_\_\_\_\_

DVC (AP&D) Comments (*if any*)

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Name: \_\_\_\_\_Signature\_\_\_\_\_Date\_\_\_\_\_