EGERTON UNIVERSITY

STAFF PERFORMANCE AND APPRAISAL FORM

Updated 2022

“Transforming Lives Through Quality Education”
ANNUAL STAFF PERFORMANCE AND APPRAISAL FORM

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

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 Appraisee 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:

Objectives Specific to Appraisee (derived from departmental objectives and job description)
SECTION C: Activities and Targets for the Employee  
(The final score for this section will be out of 80)

1. The supervisor and the Appraisee should negotiate and agree annual activities and targets based on departmental performance contract, objectives and job description.

2. Performance targets should be SMART.

<table>
<thead>
<tr>
<th>No</th>
<th>Agreed performance target</th>
<th>To be completed by the Appraisee as agreed with the Supervisor at the beginning of the Appraisal period.</th>
<th>Unit of measure</th>
<th>Targets</th>
<th>To be completed at the end of the appraisal period.</th>
<th>Self Assessment %</th>
<th>Supervisors Assessment %</th>
<th>Agreed Final Score %</th>
<th>Remarks</th>
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<td>AGREED FINAL SCORE (OUT OF 80)</td>
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(Kindly attach an additional sheet in the above format if targets exceed space provided)
Calculation for Section C:

Agreed Final score = \( \frac{\text{Total Score}}{	ext{Total Maximum Score}} \times 80 = \) __________

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Attributes</th>
<th>Score (1-5) to be filled by supervisor at the end of the appraisal period</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Punctuality/time management/meeting deadlines</td>
<td></td>
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<tr>
<td>ii.</td>
<td>Teamwork/interpersonal relations</td>
<td></td>
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<tr>
<td>iii.</td>
<td>Customer Care</td>
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<td>iv.</td>
<td>Integrity/ accountability/reliability</td>
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<tr>
<td>v.</td>
<td>Orderliness/tidiness</td>
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<td>vi.</td>
<td>Delegation</td>
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<td>vii.</td>
<td>Mentoring and coaching</td>
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<tr>
<td>viii.</td>
<td>Innovativeness</td>
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</table>

TOTAL SCORE

ACTUAL SCORE (OUT OF 20)

Calculation for Section D:

Actual Score = \( \frac{\text{Total Score}}{\text{Total Maximum Score}} \times 20 = \) __________

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

FINAL SCORE

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

FINAL SCORE = ___________%
The following rating should be used to indicate the level of performance of an Appraisee.

<table>
<thead>
<tr>
<th>Achievement of Performance Targets</th>
<th>Excellent</th>
<th>95% - 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Performance Targets consistently exceeded</td>
<td>Very Good</td>
<td>80% - 94%</td>
</tr>
<tr>
<td>All Performance Targets fully met</td>
<td>Good</td>
<td>60% - 79%</td>
</tr>
<tr>
<td>More than half of Performance Targets met</td>
<td>Average</td>
<td>50% - 59%</td>
</tr>
<tr>
<td>Half of the Performance Targets met</td>
<td>Poor</td>
<td>Below 50%</td>
</tr>
<tr>
<td>Less than half of performance Targets met</td>
<td></td>
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</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Appraisee’s proposed training and development needs – trainings/courses to be undertaken including on-the-job training, workshops/conferences and seminars</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
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**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 (AP&D) Comments (if any)

______________________________________________________________________________

______________________________________________________________________________

Name:________________________________________Signature________________________Date__________