



REF: AU/ADM/AUMB/F1

Staff Performance Appraisal Report

(For All Academic and Administrative Staff at Alupe University)

PREAMBLE

1. The Staff Performance Appraisal System (SPAS) is a component of Performance Management System in Alupe University integrating employee participation through work planning, target setting and execution, evaluation, feedback and reporting.
2. This appraisal report will be completed by all Academic and Administrative Staff in Alupe University.
3. The Appraisee and the Supervisor should read the SPAS guidelines prior to embarking on the actual appraisal.
4. The Appraisee and the Supervisor will set Specific, Measurable, Achievable, Realistic and Time-bound (SMART) targets aligned to the Departmental / Section / Unit objectives as indicated in the Annual Work Plan
5. The Supervisor and Appraisee shall discuss and agree on the performance evaluation and rating at the end of the appraisal period.
6. The completed SPAS Report shall be submitted to the Human Resource Department at the end of the appraisal period for deliberation by the Staff Establishment Training and Appraisal Committee to initiate corrective action and/or address appeals from the appraisees.
7. The Staff Establishment Training and Appraisal Committee Report shall be submitted to the Alupe University Management Board at the end of the appraisal period.
8. Performance evaluation shall be done twice a year, in June and December.
9. Where the Appraisee is not satisfied with the performance appraisal evaluation, he/she may appeal to the Chairperson of SETA Committee.

Rating Scale: The following rating shall be used to indicate the level of performance by an Appraisee

Achievement of Performance/ Set Targets	Rating Scale	
Achievement higher than 100% of the agreed performance targets	Excellent	101% +
Achievement up to 100% of the agreed performance targets.	Very Good	100%
Achievement between 80% and 99% of the agreed performance targets.	Good	80% - 99%
Achievement between 60% and 79% of the agreed performance targets.	Fair	60% - 79%
Achievement up to 59% of the agreed performance targets.	Poor	59% and Below

Performance rating scores shall be based on verifiable evidence.

STAFF PERFORMANCE APPRAISAL REPORT

Performance Appraisal Period: FromTo

Section 1: Employment Details

Personal No (PF No.).....Surname

First NameOther Names

DesignationTerms of Service

Pay Grade.Date of Appointment.....

Department/Section/Unit.....

Supervisor's Name

Designation

Section 2(a): Individual Performance Targets derived from the Departmental/ Directorate/Division/Section/Unit /Supervisors Work Plan

(A) Agreed performance Targets	(B) Performance Indicators	(C) Achieved results in line with performance indicators	(D) Performance Appraisal Score (see rating scale)
(To be completed by the Appraisee in consultation with the Supervisor at the beginning of the appraisal period)		(To be completed by the supervisor in consultation with the Appraisee at the end of the appraisal period)	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
Total appraisal score on performance targets			
Mean appraisal score (%)			
Appraisal Score for the Previous Year (%)			

Section 2(b): To be signed at the beginning of the appraisal period

Appraisee and the Supervisor commitment to achieve the agreed performance targets

Name of Appraisee

Signature Date

Supervisor's Name

Signature Date

(Immediate Supervisor)

Section 3: Mid-Year Review

	Targets changed or added as agreed during Mid year performance review	Performance Indicator(s) Proof of Performance (To be completed by Appraisee in consultation with the Supervisor at the beginning of the Appraisal Period)	Results Achieved(Indicate level of achievement)	Performance Rating
1				
2				
3				

Supervisor's name

Signature Date.....

Note: in the event of an Appraisee's transfer, promotion, re-deployment, or assignment of other duties other than those specified at the beginning of the appraisal period, the Appraisee's performance shall be assessed on a pro-rata basis.

Section 4. Staff Training and Development Needs

Appraisee’s training and development needs in order of priority as identified by the appraisee and supervisor based on performance gaps

SKILLS AND COMPETENCE-To be completed by Appraisee			
Current Education <i>(e.g. Degree in BA)</i>		Required Education <i>(As per Job Description)</i>	
Current Skills/Experience <i>(Unique skill you have for ultimate goal achievement)</i>		Required Skills/Experience <i>(Additional Skills you need to achieve ultimate goal-formal or informal)</i>	
TRAINING AND DEVELOPMENT			
Comments on Staff Training and Development undertaken over the appraisal period (e.g. customer care was useful in...)		Appraisee’s training and development needs (To be completed by Appraisee as agreed with Supervisor)	Duration of training including on the job training
Appraisee	Supervisor		

Section 5: Appraisee’s comments and additional assignments

- a) Appraisee’s comments on performance including any mitigating factors

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b) Did performance related discussions with your supervisor take place during the reporting period?
i) YES ii) NO

c) If yes, did the discussions help you? i) YES ii) NO

b) Additional assignments

i.

ii.

iii.

iv.

Section 6: Supervisor's comments

1. State whether the employee is capable of improving the current level of performance.

2. Confirm the type of training required to improve current performance.

3. What are your recommendations regarding the employee's career growth? i.e. Promotion, transfer, termination, retention in the same grade or increase in responsibility/authority?

4. State whether the employee requires to be put on a performance improvement plan/programme. If so, indicate the type.

Supervisor's Name.....

Signature..... Date

Section 7: Recommendation of rewards or sanctions to the Alupe University Management Board by the Staff Establishment Training and Appraisal Committee (SETA):

i) Reward type (Bonus, Commendation letter etc)

Tick One	Present Salary	Increase	Kshs. p.m.	New Salary	Effective Date
Excellent					
Very Good					
Good					
Below Average					
Unsatisfactory					

ii) Other interventions (Counseling, Training and Development, etc)

iii) Sanction (Warning, Separation, etc.)

iv) Minute No..... Meeting held on

Signed:

Chairperson:

Name

SignatureDate:

Secretary:

Name

SignatureDate:

Authorized Officer: Approved / Not Approved

Name

SignatureDate:

