



**CHUKA**

**UNIVERSITY**

Knowledge is Wealth (*Sapientia divitia est*) Akili ni Mali

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**STAFF PERFORMANCE APPRAISAL SYSTEM FOR ADMIN/TECHNICAL STAFF**

*(Submit together with filled-in PC report: In PC matrix, insert achieved column, fill in and then narrate in notes)*

**INTRODUCTION**

The Staff Performance Appraisal System (SPAS) is a critical component of the overall human resource function in the public service. It is predicated upon the principle of work planning, setting of agreed performance targets, feedback and reporting linked to other human resource system and processes including recruitment, placement, staff development, career progression, incentives and sanctions. The overall objective of the Staff Performance Appraisal System is to improve the performance of the public service by enabling a higher level of staff participation and involvement in planning, delivery and evaluation of Quality Assurance. The SPAS shall apply to all categories of staff. Performance review should be an on-going and continuous exercise throughout the year. Milestones and achievements over the review period should be documented and maintained by the Appraisee in the Appraisee-held file. PAS uses include to: recognize, reward and sanction performance, identify and address staff-related job development, and inform placement, promotion and mobility of staff in and within the Institution.

**SECTION I: STAFF PERFORMANCE APPRAISAL REPORT**

**STAFF JOB DESCRIPTION** *(briefly describe the work you do in your department/section)*

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**DEPARTMENTAL EXPECTATIONS** *(list the priority of expectations/objectives of your department from which performance target will be derived based on your job description)*

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**PERIOD UNDER REVIEW:** From ..... To .....

**SECTION II: Personal Particulars**

1. Name ..... Personal No ..... Designation .....
2. Administrative Unit
  - (a) Division ..... (b) Faculty ..... (c) Department/Section .....
  - (d) Duty Station .....
3. Supervisor’s Name..... Designation .....

**SECTION III: Individual Performance Targets**

These should be derived from the employee’s Performance Contract and should be in line with Departmental Objectives.

| Agreed Performance Targets                                                                          | Target for the PC Year<br>(e.g. No., %, Ksh., Yes) | Achieved results (Self-Appraisal)<br>(Fill also in PC matrix in a new column & narrate in notes) | Achieved results (Supervisor Appraisal) (Fill after review of PC report etc) |
|-----------------------------------------------------------------------------------------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| (Appraisee to fill as agreed with the supervisor at the beginning of the Appraisal period). Example |                                                    |                                                                                                  |                                                                              |
|                                                                                                     |                                                    |                                                                                                  |                                                                              |
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|-------------------------------------------------------------------------------------|--|--|--|
| <b>Total appraisal score on performance targets</b>                                 |  |  |  |
| <b>Average appraisal score (%)</b>                                                  |  |  |  |
| <b>Description of performance based on average score (e.g. Excellent, Fair etc)</b> |  |  |  |

#### SECTION IV: Staff Training and Development Plan

Appraisee's training and development needs required to achieve the expected results as agreed between the Appraisee and the Supervisor at the end and beginning of the appraisal period.

| SN | Description of Training | Duration of Training | Comments on the training (to be filled at the end of the PC reporting period) |            |
|----|-------------------------|----------------------|-------------------------------------------------------------------------------|------------|
|    |                         |                      | Appraisee                                                                     | Supervisor |
| a) | Ended trainings         |                      |                                                                               |            |
|    |                         |                      |                                                                               |            |
|    |                         |                      |                                                                               |            |
| b) | New trainings needed    |                      |                                                                               |            |
|    |                         |                      |                                                                               |            |
|    |                         |                      |                                                                               |            |

#### SECTION V: Values and Competence

This section should be completed at the end of performance period. The definitions of values/competencies are as stated below. Appraise and tick the appropriate appraisal column.

| Achievement of Performance Targets |                                                                                      | Rank | Score (%)     | Description |         |
|------------------------------------|--------------------------------------------------------------------------------------|------|---------------|-------------|---------|
| Performance Targets exceeded       |                                                                                      | 5    | 101 and above | Excellent   |         |
| Performance Targets well met       |                                                                                      | 4    | 70 – 100      | Very Good   |         |
| Performance Targets mostly met     |                                                                                      | 3    | 60 – 69       | Good        |         |
| Performance Targets partially met  |                                                                                      | 2    | 50 – 59       | Fair        |         |
| Performance Targets not met        |                                                                                      | 1    | 49 and Below  | Poor        |         |
| Description                        |                                                                                      |      | Score Rank    |             |         |
|                                    |                                                                                      |      | Self          | Supervisor  | Average |
| Value Assessment                   | Integrity                                                                            |      |               |             |         |
|                                    | Respect for Diversity/ Gender                                                        |      |               |             |         |
|                                    | Patriotism                                                                           |      |               |             |         |
|                                    | Institutional Loyalty                                                                |      |               |             |         |
|                                    | Upholds Public Officer Ethics and University Code of Conduct and Ethics requirements |      |               |             |         |
| Core Competencies                  | Professionalism                                                                      |      |               |             |         |
|                                    | Technical Competency                                                                 |      |               |             |         |

|                                                 |  |  |  |
|-------------------------------------------------|--|--|--|
| Communication                                   |  |  |  |
| Team work                                       |  |  |  |
| Time Management                                 |  |  |  |
| Creativity                                      |  |  |  |
| Continuous learning and performance improvement |  |  |  |
| Customer/Citizen focus                          |  |  |  |
| <b>Overall Average Scores</b>                   |  |  |  |

**SECTION VI: Overall Appraisal and Recommendation 1. Overall appraisal by the supervisor**

Comment on the Appraisee’s overall performance and any other strengths, skills, qualities or exceptional contribution which he/she has made.

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**2. Recommendations:**

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Supervisor’s Signature:..... Date .....

**SECTION VII: Appraisee’s Comments on the Appraisal by the Supervisor**

- a) Did you hold performance related discussions with the supervisor during the reporting period?  
 Yes       No
- b) Do you agree with the appraisal by your supervisor?  Yes     No
- c) General Comments (if any) on your overall performance

.....  
 .....  
 Appraisee’s Signature: ..... Date .....

**SECTION VIII: COMMENTS BY THE HUMAN RESOURCE SECTION**

Comment on the consistency and reasonableness of the ratings and comments given by the Supervisor and any significant statement(s) made by the Appraisee.

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**Recommendations by Human Resource Section [Refer to PAS Uses]**

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 .....  
 Name of Officer ..... Designation .....  
 Signature ..... Date .....