KEFRI/F/HR/020

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**STAFF PERFORMANCE APPRAISAL FORM**

**FOR JOB GROUP KEFRI.12 TO KEFRI.14**

**PREAMBLE**

The overall objective of the staff performance appraisal system is to manage and improve performance of the staff by enabling a higher level of staff participation and involvement in planning, delivery and evaluation of work performance.

**STEPS FOR COMPLETING THE PERFORMANCE APPRAISAL FORM**

|  |  |
| --- | --- |
| Section 1 | The section is to be completed by the appraisee. |
| Section 2(a) | The section will be completed by the appraisee and supervisor at the beginning and at the end of the appraisal period |
| Section 2(b) | The section will be completed by the supervisor at the end of the appraisal period after discussion with the appraise |
| Section 3 | The section will be completed by the supervisor at the end of the appraisal period after discussion with the appraisee.  |
| Section 4 | This section will be completed by the supervisor if targets changed or reviewed in mid-year |
| Section 5 | The section will be completed by the Appraisee at the end of performance appraisal period.  |
| Section 6 | The section will be completed by the Supervisor. |
| Section 7 | The section will be completed by Board of Director’s Panel |
| Section 8 | The section will be completed by the Research Scientists. |

**SECTION 1: EMPLOYEE PARTICULARS**

|  |  |
| --- | --- |
| **Description** | **Particulars** |
| Appraisal period |  |
| Name |  |
| Personal Number |  |
| Designation |  |
| Job Group |  |
| Date of Last Promotion |  |
| Acting Appointment if any during the appraisal period |  |
| Programme/Division /Centre |  |
| Name of Supervisor  |  |

**SECTION 2(a):** Individual Performance Targets derived from the Departmental/ Directorate/Division/Section/Unit Supervisor’s Work-plan

|  |  |  |  |
| --- | --- | --- | --- |
| **(A)****Agreed Performance Targets**  | **(B)****Performance Indicator(s)** | **(C)****Achieved Results in line with the performance indicator** | **(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 Appraissee at the end of the appraisal period) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| **Total appraisal score on performance targets** |  |
| **Mean appraisal Score %** |  |

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

|  |  |
| --- | --- |
| **Achievement of Performance 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 |

**SECTION 2(b):** **VALUES AND CORE COMPETENCIES**

Use rating scale of: -

5 Excellent

4 Very Good

3 Good

2 Fair

1 Poor

|  |  |
| --- | --- |
| **Tick one option as appropriate** | **Scores by Supervisor** |
|  | **1** | **2** | **3** | **4** | **5** |
| Implementation of the Strategic Plan. |  |  |  |  |  |
| Ensuring succession planning, employee growth and development. |  |  |  |  |  |
| Reliability and Corporate Governance |  |  |  |  |  |
| Leadership/Supervision Capacity |  |  |  |  |  |
| Managing Resources and Accountability |  |  |  |  |  |
| Judgment and Objectivity |  |  |  |  |  |
| Team work/Cooperation |  |  |  |  |  |
| Creativity/Innovation |  |  |  |  |  |
| **Total Scores** |  |  |  |  |  |

**SECTION 3:** **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.

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**SECTION 4: MID YEAR REVIEW (To be completed only where targets have changed)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agreed Performance Targets** | **Performance Indicator (s)** | **Targets changed or added** | **Remarks (Indicate Level of Achievement)** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |

Supervisor’s Name …………………………………………………………………………………….

Signature ……………………………………. Date:………………………………………………

**SECTION 5: APPRAISEE’S COMMENTS ON PERFORMANCE INCLUDING ANY MITIGATING FACTORS**

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Appraisee’s Name ………………………… Signature ………………….. Date……………..

**SECTION 6: SUPERVISOR’S COMMENTS**

Supervisor’s comments on appraisee’s performance at the end of the year including any factors that hindered performance (please indicate if the appraise requires to be put on a Performance Improvement Plan/Programme. If so, indicate the duration)

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Supervisor’s Name ……………………………………………………………………………………..

Signature …………………………………………Date ……………………………………………….

**SECTION7: COMMENTS BY THE BOARD OF DIRECTORS**

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Name:……………………………………………Designation:.……………………………………….

Signature …………………………………………Date ………………………………………………

**SECTION 8: PUBLICATIONS BY SCIENTIST DURING THE EVALUATION PERIOD**

**Guidelines, Manuals, Pamphlets, Posters and other Extension Materials**

1.

2.

3.

**Technical Notes, Research Notes**

1.

2.

**Policy Briefs**

1.

2.

**Peer-reviewed Journal Papers**

1.

2.

3.

**Book Chapters**

1.

2.

3.

**Papers Submitted in Conferences, Workshops**

1.

2.

3.

**NB. Please attach on a separate sheet any additional papers/Journals/Notes.**