



KAIMOSI FRIENDS UNIVERSITY

Tel: 0777373633

E-mail: registrar.admin@kafu.ac.ke

Website: www.kafu.ac.ke

P.O Box, 385

Kaimosi – 50309

Kaimosi

Office of the Registrar (Administration)

PERFORMANCE APPRAISAL

Preamble

Please complete all sections of this form in sufficient detail following a process of performance dialogue and agreement between the appraiser and the appraisee.

*Use the accompanying **Performance Appraisal and Development Planning Guide Notes** for clarity on the entire appraisal process.*

SECTION 1: EMPLOYEE DETAILS

Assessment Period: From To

Section 1: Employment Details

Personal File No Surname

First Name Other Names.....

Designation Terms of Service.....

Job Group.

Division

Department /Directorate

Section / Unit.....

Supervisor's Name

Designation

SECTION 2: Target

Note 2.1: Enter the targets agreed with your supervisor at the beginning of 2022/2023 and the weight allocated to each. All individual targets must be aligned to the Departmental targets and strategic Objectives drawn from the University's Strategic Plan and performance contract. The school/departmental/section's strategic objectives should cut across the main objectives in the strategic plan.

Note 2.2: The rating or weighted score is a multiplier of the achieved targets and the maximum weight. The weight can be redistributed based on number of targets

NO	Targets	Key Performance Indicators (KPIs) / Measure	Max Weight (100)	Achievements so far/Comments	Appraise score	Appraiser / Rating (Weighted Score)
1			25			
2			25			
3			25			
4			25			
		/100				

Appraiser's Name: Designation: Signature..... Date.....

Appraisee's Name: Designation: Signature..... Date.....

SECTION 3: CORE COMPETENCIES & SKILLS EVALUATION

Note 3.1: In this section, the Supervisor should rate/score the Appraiser's core competencies and skills as required in their current role and their involvement in the universities academic activities. Each sub-section should earn a maximum of 2 points.

COMPETENCE	SELF ASSESSMENT SCORE	OUT OF		SCORE	JUSTIFICATION
1. Teamwork		2	5. Integrity		
2. Communication and interpersonal skills		2	6. Decision making and problem solving		
3. Professionalism		2	7. Customer focus		
4. Innovation:		2	8. Creativity and innovation		
TOTAL SCORE FOR SECTION				/16	

SECTION 4: OVERALL PERFORMANCE APPRAISAL SCORES

Note 4.1: In this section use the following key depending on the final score: -
 Very Good 80% - 100% ☐ Good 60% - 79% ☐ Average 50% - 59% ☐ Fair 40% - 49% ☐ Poor 0% - 39% ☐

ITEM	OVERALL SCORE			
a. (Total Score x 70) _____ == 100				
b. (Total Score x 30) _____ == 16				
FINAL SCORE = (a + b) percentage	Outstanding	Above 90%	Good	60% - 69%
	Excellent	80% - 89	Fair	50% - 59%
	Very Good	70% -79%	Poor	Below 50%

Appraiser's Signature..... Appraiser's Signature: -

SECTION 5: PERFORMANCE IMPROVEMENT PLAN

Agreed Performance Targets		Performance gaps	Targets changed or added	Remarks
1.				
2.				
3.				
4.				

Note 5.1: Based on the above performance score, list the areas of performance improvement the Appraisee needs to put the greatest focus on.

SECTION 6: EMPLOYEE LEARNING & DEVELOPMENT PLAN

Note 6.1: The Training need / Course listed below must be directly related to the Appraisee's job to enhance their leadership skills and their technical and functional expertise.

Table 6.1: In this table, list specific on the job and off the job trainings or academic courses that Appraisee has attended in the last three years and the impact realized from these trainings.

Training/ Courses	Expected Outcome	Impact Realized

Table 6.2: In this table, agree on a training & development plan.

Training/Course	Expected Outcome	Timelines/ Completion Date

Appraiser's Signature..... Appraisee's Signature: -

SECTION 7: NOTES & VALIDATION

NOTES BY APPRAISER. Give your remarks on the employee's overall performance drawing from the achievements, constraints and support accorded including suggestions for improvement.

SIGNATURE.....DATE.....

NOTES BY APPRAISEE. Give your remarks on your overall performance on the basis of the achievements, constraints, support accorded including suggestions for improvement.

SIGNATURE DATE.....

NOTES BY HEAD OF DEPARTMENT/ DIVISION (*If not the appraiser*).

NAME: JOB TITLE.....

SIGNATURE.....DATE.....