

# UNIVERSITY OF ELDORET

## EMPLOYEE PERFORMANCE APPRAISAL FORM

### PART I

#### 1. PERSONAL PARTICULARS:

Name: \_\_\_\_\_ PF/No \_\_\_\_\_

Designation: \_\_\_\_\_ Job Grade \_\_\_\_\_

School/Department/Section: \_\_\_\_\_

#### 2. EMPLOYMENT RECORD:

i. Date of First Appointment: \_\_\_\_\_

ii. Date of Present Substantive Appointment: \_\_\_\_\_

iii. Acting Appointment if any: \_\_\_\_\_

#### 3. QUALIFICATIONS:

i. Academic:

\_\_\_\_\_  
\_\_\_\_\_

ii. Professional:

\_\_\_\_\_  
\_\_\_\_\_

iii. Short Courses/Conferences attended (*During the period under review*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Reporting Person (*First Appraiser*): \_\_\_\_\_

Designation: \_\_\_\_\_

Period of Assessment: From \_\_\_\_\_ to \_\_\_\_\_

## **PART II**

### **4. ASSESSMENT OF PERFORMANCE:**

<b>Nº</b>	<b>JOB ELEMENTS</b>	<b>SELF SCORE</b>	<b>FIRST APPRAISER</b>	<b>SECOND APPRAISER</b>	<b>REMARKS</b>
1.	Quality of Work				
2.	Quantity of Work				
3.	Cooperation				
4.	Knowledge of the job				
5.	Dependability				
6.	Attendance and Punctuality				
7.	Knowledge of the University's policies and objectives				
8.	Initiative & Judgment				
9.	Supervisory/Leadership Technical Potential				
10.	Work Ethics				
<b>Total Score</b>					

**Scale of 1 to 5 where;**

- 1 = Unacceptable (below 35%),**
- 2 = Poor (36 – 49%),**
- 3 = Average (50 – 65%),**
- 4 = Good (66 – 80%) and**
- 5 = Excellent (81 - 100%)**

### **5. RATINGS FOR THE PERFORMANCE TARGETS PREVIOUSLY SET:**

*(√) Tick the appropriate row*

Performance Targets met and exceeded in several areas = Excellent (80 – 100%)	
Performance Targets fully met = Good (60 – 79%)	
Performance Targets Partially met = Fair (50- 59%)	
Performance Targets not met = Poor (Below 50%)	

**6. PERFORMANCE TARGETS SET FOR THE NEXT APPRAISAL PERIOD:**

- I) \_\_\_\_\_
- II) \_\_\_\_\_
- III) \_\_\_\_\_
- IV) \_\_\_\_\_

*(Attach paper if space not enough)*

**PART III**

**7. POTENTIAL FOR EMPLOYEE'S FURTHER ADVANCEMENT:**

*(Please circle the relevant answer)*

- |      |   |            |           |
|------|---|------------|-----------|
| i.   | Does the Appraise meet both academic/professional qualifications and relevant experience as per the Job's requirements? | <b>YES</b> | <b>NO</b> |
| ii.  | In your opinion, is the employee ready for the promotion?   | <b>YES</b> | <b>NO</b> |
| iii. | Is the employee properly deployed?  | <b>YES</b> | <b>NO</b> |

If **NO**, please recommend/comment:

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If the employee requires further training, suggest possible type of training:

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**PART IV**

**8. TO BE COMPLETED BY THE APPRAISEE:**

- i. What do you consider to be the main duties & responsibilities in your present job?

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- ii. What were your major achievements during the period under review?

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- iii. What challenges did you face in the performance of your duties?

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- iv. Which training needs do you require to improve your performance?

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- v. How do you view your working relationship with your supervisor?

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- vi. What suggestions can you make that would help the University Management make the University of Eldoret a better place to work?

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I certify that I have reviewed this report with my Supervisor and I am substantially in agreement with its findings & conclusions.

Signature of Appraisee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the First Appraiser: \_\_\_\_\_ Date: \_\_\_\_\_

**PART V**

**9. COMMENTS/RECOMMENDATIONS OF THE SECOND APPRAISER:**

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Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**10. UNIVERSITY'S MANAGEMENT OVERVIEW AND RECOMMENDATION:**

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**VICE-CHANCELLOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_