



BOMET UNIVERSITY COLLEGE
(A Constituent College of Moi University)

OFFICE OF THE DEPUTY PRINCIPAL, ADMINISTRATION AND FINANCE

PERFORMANCE APPRAISAL TOOL
STAFF APPRAISAL FORM

PERIOD OF REVIEW: From: _____ To: _____

SECTION I: BIODATA/PERSONAL PARTICULARS *(To be completed by the Appraisee)*

STAFF DETAILS

Name: _____

P/F Number: _____

Designation: _____

BUC Scale : _____

Division/School/Department/Section/Unit: _____

NATURE OF EMPLOYMENT

EMPLOYMENT

Permanent

Temporary

Contract

STAFF CATEGORY

Senior Management

Academic

Administrative

EDUCATION/PROFESSIONAL QUALIFICATIONS

- i. Highest level of education and specialization (**where applicable**)

- ii. Indicate professional courses undertaken

- iii. Indicate any other relevant courses undertaken

SECTION II: ACTIVITIES AND TARGETS FOR THE EMPLOYEE *(The final score for this section will be out of 80 marks)*

1. The Divisional/Departmental/Sectional/Unit Head and the Appraisee should negotiate and agree on annual activities and targets based on Departmental Performance Contract, objectives and job description.
2. Performance Targets should be **SMART** (Specific, Measurable, Achievable, Realistic and Time bound).

	To be filled at the beginning of the Appraisal Period		To be filled at the end of the Appraisal Period		
	To be completed by the Appraisee as agreed with the Appraiser	Target Score	Self-Appraisal Score	Agreed Score	Performance Gap
No	Agreed Performance Target				
1					
2					
3					
4					
5					
6					
7					
8					
	AGREED FINAL SCORE (OUT OF 80 MARKS)				

Appraisee's comments on the Agreed Performance Targets at the beginning of the Appraisal Period

Appraiser's comments on the Agreed Performance Targets at the beginning of the Appraisal Period

Appraisee: Name: _____ Signature: _____ Date: _____

Appraiser: Name: _____ Signature: _____ Date: _____

SECTION III: Core Competencies: *(To be rated by the Appraiser after discussion with the Appraisee) (The final score for this section will be out of 10 marks)*

Score the following competency levels with: **1 mark for each Core Competency**

S N	Core Competencies	Description of competency	Target Score	Self-Appraisal Score	Agreed Score	Performance Gap
1	Customer focus	Anticipates and meets the needs of both internal and external customers				
2	Teamwork	Cooperates and is motivated to achieve group goals				
3	Cultural Tolerance	Embraces cultural diversities at work				
4	Innovativeness	Willingness to use feedback to improve performance and taking initiative for professional self development				
5	Change management	Generates and evaluates alternative solutions to work challenges				
6	Communication	Articulates issues clearly and openly, Listens effectively to understand before responding; and seeks clarification as necessary				
7	Result Oriented	Has self-drive and focuses to accomplish tasks given				
8	Interpersonal skills	Treats others with courtesy, sensitivity, and respect				
9	Emotional Intelligence	Considers and responds appropriately to the needs and feelings of different people in different situations (self-awareness)				
10	ICT Competencies	Embraces and takes advantage of new technological innovations				
	TOTAL SCORE (OUT OF 10 MARKS)					

SECTION IV: Core Values: (To be rated by the *Appraiser* after discussion with the *Appraisee*). (The final score for this section will be out of 10 marks)

Score the following Core Values with: **2 mark for each Core Value**

S/N	Core Competencies	Description of competency	Target Score	Self-Appraisal Score	Agreed Score	Performance Gap
1	Integrity	Consistency in service delivery through adherence of highest ethical standards				
2	Patriotism	Rendering selfless services and unwavering commitment to the University.				
3	Transparency and Accountability	Maintaining a culture of openness, fairness, equity, and assume and demonstrate responsibility over our individual and collective actions				
4	Respect	Appreciating diversity and the dignity of individuals, as well as attaching a premium to the contributions of each and every player regardless of one's Status in the University.				
5	Commitment	Continuously improve on the quality of the services offered with				
		the goal of assuring longevity and excellence of the University.				
TOTAL SCORE (OUT OF 10 MARKS)						

SECTION V: PERFORMANCE SUMMARY (*Appraiser* to compute the total score)

S/N	EVALUATION MEASURE	SECTION	SOURCE OF SCORE	STAFF CATEGORY	SCORE AWARDED
1	Activities and Targets for the employee	Section II	Agreed Score	ALL	
2	Core Competencies	Section III	Agreed Score	ALL	
3	Core Values	Section IV	Agreed Score	ALL	
OVERALL SCORE OUT OF 100					
OVERALL GRADE					
GRADE ALLOCATION GUIDE:					
85-100 Excellent		50-69 Fair		0-39 Very Poor	
70-84 Good		40-49 Poor			

COMMENTS BY THE APPRAISEE ON PERFORMANCE

RECOMMENDATIONS ON APPRAISAL BY THE APPRAISER

SECTION VI: On a scale of 1 to 5 rate your **satisfaction with the following aspects of your job:** 1- Totally dissatisfied, 2- Dissatisfied, 3- Neither/Nor Satisfied, 4- Satisfied, 5- Highly satisfied.

SN	Aspects of your Job	1	2	3	4	5
1	Office/Workplace Facilities					
2	Provision of basic amenities (wash rooms, clean water, internet, security etc)					
3	Current Job assignment					
4	Supervision					
5	Opportunities for continues learning					

Please suggest areas that require improvement to enhance your satisfaction with the job.

SECTION VII: PERFORMANCE GAPS AND INTERVENTIONS (To be completed by the Divisional /Departmental/Section Head)

S/N	Performance Gaps Identified	Type of Interventions/Recommended actions to address performance gaps
1		
2		
3		
4		
5		
6		
7		

1. Appraisee: Name: _____ Signature: _____ Date: _____

2. Appraiser: Name: _____ Signature: _____ Date: _____

3. Human Resource: Name: _____ Signature: _____ Date: _____

APPROVED: _____ **Signature:** _____ **Date:** _____

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