



SOUTH EASTERN KENYA UNIVERSITY

STAFF APPRAISAL FORM

Period Under Review: From.....To.....

SECTION 1: Personal Particulars

- (i) Name..... Personal No.....
- (ii) Division/School/.....
- (iii) Department
- (iv) Section
- (v) Designation.....Terms of Service.....
- (vi) Direct report

SECTION 2 DEPARTMENTAL OBJECTIVES

List the Departmental priority objectives from which performance targets will be derived

- 1.
- 2.
- 3.
- 4.
- 5.

SECTION 3(a) Performance targets

Personal objectives

KEY RESULT AREAS(smart objectives)	BY WHEN	OBJECTIVE WEIGHT(As agreed at beginning of appraisal period)	PROOF OF PERFORMNCE(to be completed by the appraisee)	To be completed by the supervisor at the performance review meeting at the end of the appraisal period	
				Results achieved	Performance appraisal rating
1.		5			
2.		5			
3.		5			
4.		5			
5.		5			
6.		5			

7.		5			
Total score on performance targets for the period of review%					
Appraisal score for the previous year%					

SMART OBJECTIVES

Performance ratings definitions:

1. 101% and above – clearly exceeds job requirements
2. 95-100% - meets and exceeds some job requirements
3. 80-94% - fully meets all the job requirements
4. 69-79% - meets some but not all job requirements
5. 68% and below – does not meet the job requirements

SECTION 4 CAREER DEVELOPMENT(to be completed by the Immediate Supervisor)

1. Describe the goals and objectives for the next appraisal period

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2. Comment on employee’s strengths as well as areas needing improvement. If performance is below expectations in any area for this appraisal period, what corrective action is recommended?

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SECTION 5.Employee’s comments on appraisal by Supervisor

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Signature..... date.....

Supervisor’s signature..... date.....

Director,HRM

Comments.....

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Signature..... date.....

Deputy Vice-Chancellor, CS

Comments.....

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Signature..... date.....

Vice-Chancellor

Comments.....
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.....Signature.....
.....Date.....

SECTION 6. Human Resources Department

The department to act on rewards ,sactions and interventions as recommended and approved by the Chief Executive Officer.

ACTION TAKEN

Excellent performers	Bonuses/commendations	date
Good performers	Bonuses/commendations	"
Avarage performers	Training interventions	"
Poor [performers	Warnings/cautionary letters for poor performance	"
Very poor performers	Dismissal/termination of appoitment for very poor performers	"

Director, Human Resources Management

Name.....

Signature.....

Date.....

