

SOKOINE UNIVERSITY OF AGRICULTURE



OPEN PERFORMANCE REVIEW AND APPRAISAL FORM

(To be filled in Triplicate)

From July..... to June.....

This form is intended to meet the requirements of the performance management system and development process.

NOTES ON HOW TO FILL THIS FORM:

1. This Form must be filled at the beginning, mid and at the end of the financial year.
2. This Form must be filled by all members of staff at the end of the year, once fully completed, the DVCs should send original to the Vice Chancellor, Deans and Directors should send original to the DVC (Academic) and Heads of Administrative Department should send original copies to the DVC (Administration and Finance). Heads of Academic Departments should send originals to their respective Deans and Directors. The other staff should send originals to their respective Heads of Departments.
3. Where appropriate, each box shall carry only one letter or figure. Letters to be in capitals.
4. Personal/Agreed objectives are derived from the Organisation’s work plan (Strategic plan, Annual operating plans or Action plans) and are expected to be implemented in the current year.
5. Sections 2, 3 and 4 of this Form shall be filled by the Appraisee in consultation with the Supervisor and sections 5-6 in the presence of a third party if necessary.
6. Please note that appraisals that are rated as 1 are the best performers and appraisals rated as 5 are the worst performers. These should be brought to the attention of top management and usually to the attention of the Vice Chancellor.

SECTION 1: PERSONAL INFORMATION

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|------------|-------------|---|---|---|--|---|---|---|---|---|---|---|---|--|---|--|--|--|--|--|--|--|---|---|---|---|---|---|---|---|
| Faculty/Directorate/ Institute/ Department/Section | <table border="1" style="width: 100%; height: 25px;"> <tr> <td style="width: 15%;">Present Station</td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> </tr> </table> | Present Station | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Present Station | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name in Full | <table border="1" style="width: 100%; height: 25px;"> <tr> <td style="width: 30%;">Surname</td> <td style="width: 30%;">First name</td> <td style="width: 40%;">Middle name</td> </tr> </table> | Surname | First name | Middle name | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Surname | First name | Middle name | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1" style="width: 60px; height: 25px; margin-left: auto;"> <tr> <td style="width: 30px; text-align: center;">M</td> <td style="width: 30px; text-align: center;">F</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">SEX</td> </tr> </table> | M | F | SEX | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| M | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SEX | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Academic Qualification | <input style="width: 100%; height: 20px;" type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Duty Post | Substantive Post | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input style="width: 150px; height: 30px;" type="text"/> | <input style="width: 350px; height: 30px;" type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of First Appointment | Date of Appointment to present post | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; height: 25px;"> <tr> <td style="width: 12.5%;"> </td><td style="width: 12.5%;"> </td><td style="width: 12.5%;"> </td><td style="width: 12.5%;"> </td><td style="width: 12.5%;"> </td><td style="width: 12.5%;"> </td><td style="width: 12.5%;"> </td><td style="width: 12.5%;"> </td> </tr> <tr> <td style="font-size: x-small;">D</td><td style="font-size: x-small;">D</td><td style="font-size: x-small;">M</td><td style="font-size: x-small;">M</td><td style="font-size: x-small;">Y</td><td style="font-size: x-small;">Y</td><td style="font-size: x-small;">Y</td><td style="font-size: x-small;">Y</td> </tr> </table> | | | | | | | | | D | D | M | M | Y | Y | Y | Y | <table border="1" style="width: 100%; height: 25px;"> <tr> <td style="width: 12.5%;"> </td><td style="width: 12.5%;"> </td><td style="width: 12.5%;"> </td><td style="width: 12.5%;"> </td><td style="width: 12.5%;"> </td><td style="width: 12.5%;"> </td><td style="width: 12.5%;"> </td><td style="width: 12.5%;"> </td> </tr> <tr> <td style="font-size: x-small;">D</td><td style="font-size: x-small;">D</td><td style="font-size: x-small;">M</td><td style="font-size: x-small;">M</td><td style="font-size: x-small;">Y</td><td style="font-size: x-small;">Y</td><td style="font-size: x-small;">Y</td><td style="font-size: x-small;">Y</td> </tr> </table> | | | | | | | | | D | D | M | M | Y | Y | Y | Y |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D | D | M | M | Y | Y | Y | Y | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D | D | M | M | Y | Y | Y | Y | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Salary Scale | Period served under Present Supervisor | Date of Birth | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input style="width: 130px; height: 25px;" type="text"/> | <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> | <table border="1" style="width: 100%; height: 25px;"> <tr> <td style="width: 12.5%;"> </td><td style="width: 12.5%;"> </td><td style="width: 12.5%;"> </td><td style="width: 12.5%;"> </td><td style="width: 12.5%;"> </td><td style="width: 12.5%;"> </td><td style="width: 12.5%;"> </td><td style="width: 12.5%;"> </td> </tr> <tr> <td style="font-size: x-small;">D</td><td style="font-size: x-small;">D</td><td style="font-size: x-small;">M</td><td style="font-size: x-small;">M</td><td style="font-size: x-small;">Y</td><td style="font-size: x-small;">Y</td><td style="font-size: x-small;">Y</td><td style="font-size: x-small;">Y</td> </tr> </table> | | | | | | | | | D | D | M | M | Y | Y | Y | Y | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D | D | M | M | Y | Y | Y | Y | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Terms of Service | <input style="width: 150px; height: 25px;" type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

DD= DATE MM= MONTH YYYY =YEAR F=FEMALE M= MALE

SECTION 2: PERFORMANCE AGREEMENT

To be filled by the Appraisee in consultation with the Supervisor

| 2.1 S/N | 2.2 Agreed Objectives | 2.3 Agreed Performance Targets | 2.4 Agreed Performance Criteria | 2.5 Agreed Resources |
|------------|-----------------------|-----------------------------------|------------------------------------|-------------------------|
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2.6 Appraisee

2.7 Supervisor

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Name (in capital letters)

.....
Signature

.....
Name (in capital letters)

.....
Signature

Date.....

Date.....

SECTION 3: MID-YEAR REVIEW (DECEMBER)
To be filled by the Appraisee in Consultation with the Supervisor

| 3.1 S/N | 3.2 Agreed Objectives (As per Section 2) | 3.3 Progress Towards Target | 3.4 Factors Affecting Performance |
|---------|---|--------------------------------|--------------------------------------|
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3.6 Appraisee

3.7 Supervisor

.....
 Name (in capital letters)

.....
 Signature

.....
 Name (in capital letters)

.....
 Signature

Date.....

Date.....

SECTION 4: REVISED OBJECTIVES (if any)

| 4.1 S/N | 4.2 Agreed Revised Objective(s) | 4.3 Agreed Performance Targets | 4.4 Agreed Performance Criteria | 4.5 Agreed Resources |
|---------|---------------------------------|--------------------------------|---------------------------------|----------------------|
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4.6 Appraisee

4.7 Supervisor

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Name (in capital letters)

.....
Signature

.....
Name (in capital letters)

.....
Signature

Date.....

Date.....

SECTION 5: ANNUAL PERFORMANCE REVIEW & APPRAISAL (JUNE)

To be filled by the Appraisee and the Supervisor

| 5.1 S/N | 5.2 Agreed Objective(s) | 5.3 Progress made | 5.4 Rated Mark | | |
|--|-------------------------|-------------------|----------------|-------------|-------------|
| | | | App-raisee | Super-visor | Agreed Mark |
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| Overall Performance Mark: <i>This should reflect the overall performance and achievement of agreed objectives in Section 5.</i> | | | | | |

Rating:

- 1 = Outstanding performance 2 = Performance above average 3 = Average performance
 4 = Poor performance 5 = Very poor performance

SECTION 6: ATTRIBUTES OF GOOD PERFORMANCE

To be filled by the Appraisee and the Supervisor

| 6.1 S/N | 6.2 MAIN FACTORS | 6.3 QUALITY ATTRIBUTE | 6.4 RATED MARK | | |
|--------------------------------------|-------------------------------------|--|----------------|------------|----------------|
| | | | Appraisee | Supervisor | Agreed Mark |
| 1 | WORKING RELATIONSHIPS | Ability to work in team | | | |
| | | Ability to get on with other staff | | | |
| | | Ability to gain respect from others | | | |
| 2 | COMMUNICATION AND LISTENING | Ability to express in writing | | | |
| | | Ability to express orally | | | |
| | | Ability to listen and comprehend | | | |
| | | Ability to train and develop subordinates | | | |
| 3 | MANAGEMENT AND LEADERSHIP | Ability to plan and organize | | | |
| | | Ability to lead, motivate and resolve conflicts | | | |
| | | Ability to initiate and innovate | | | |
| 4 | PERFORMANCE IN TERMS OF QUALITY | Ability to deliver accurate and high quality output timely | | | |
| | | Ability for resilience and persistence | | | |
| 5 | PERFORMANCE IN TERMS OF QUANTITY | Ability to meet demand | | | |
| | | Ability to handle extra work | | | |
| 6 | RESPONSIBILITY AND JUDGEMENT | Ability to accept and fulfil responsibility | | | |
| | | Ability to make right decisions | | | |
| 7 | CUSTOMER FOCUS | Ability to respond well to the customer | | | |
| 8 | LOYALTY | Ability to demonstrate follower ship skills | | | |
| | | Ability to provide ongoing support to supervisor(s) | | | |
| | | Ability to comply with lawful instructions of supervisors | | | |
| 9 | INTEGRITY | Ability to devote working time exclusively to work related duties | | | |
| | | Ability to provide quality services without need for any inducements | | | |
| | | Ability to apply knowledge abilities to benefit Government and not for personal gains | | | |
| Overall Performance Section 6 | | | | | |

Rating:

1 = Outstanding performance
4 = Poor performance

2 = Performance above average
5 = Very poor performance

3 = Average performance

