

	TECHNICAL UNIVERSITY OF MOMBASA		
	Document: Form	Ref No.: TUM/Form/HRM/016	
	Title: STAFF EVALUATION		
	Department: HUMAN RESOURCE MANAGEMENT		
	Issue No. 2	Revision No. 0	Date: 5th April 2018

To be filled by supervisor

Period under Review from: _____ To: _____

SECTION 1: PERSONAL PARTICULARS

Surname: _____ First Name: _____ Other Name: _____

Personal No: _____ ID No: _____ Division: _____

Department/Section: _____

Current Designation: _____ Terms: (Permanent/Contract/Temporary)

Grade: _____ with effect from: _____

Acting /Special Duty (if any): _____

SECTION 2: INSTITUTIONAL/DEPARTMENTAL OBJECTIVES *(to be completed by the Appraisee as agreed with the supervisor)*

List the Institutional/Departmental Priority Objectives from which Performance Targets will be derived.

1. _____
2. _____
3. _____
4. _____
5. _____

SECTION 3: RATING SCALE

The following rating should be used to indicate the level of performance by an Appraisee.

Achievement of Performance Targets	Scale
Performance targets fully met and exceed in several areas	5
Performance targets fully met	4
Performance targets partially met	3
Performance targets not met	2



SECTION 4: PERFORMANCE TARGETS (70% for teaching and non-teaching staff)

<i>Agreed Performance Targets (To be completed by Appraisee as agreed with supervisor at the beginning of appraisal period</i>		<i>To be completed by the supervisor at the end of the Appraisal Period</i>		
		<i>Results Achieved</i>	<i>Performance Appraisal (see rating scale)</i>	<i>Reasons</i>
1				
2				
3				
4				
5				
6				
TOTAL (Out of 70% for teaching and non- teaching staff)				

SECTION 5: STAFF TRAINING AND DEVELOPMENT

<i>Appraisee's Training and Development Needs required to achieve the expected results – including on the Job Training (To be completed by the Appraisee as agreed with the supervisor at the beginning of the Appraisal period)</i>	<i>Duration of Training (including on the Job Training)</i>	<i>Comments on Staff Training and Development undertaken over the Appraisal Period (To be completed at the end of reporting period)</i>	
		<i>Comments by Appraisee</i>	<i>Comments By Supervisor</i>
1)			
2)			
3)			
4)			
5)			

Appraisee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____



SECTION 6 (a) MID- YEAR STAFF PERFORMANCE APPRAISAL

This section should be completed by the supervisor after discussion with the Appraisee. *(Comments on the Appraisee’s performance including Achievements, Milestones and any constraint experienced over the first half of the Reporting Period.)*

6 (b) REVIEW OF THE PERFORMANCE TARGETS (if any)

<i>Targets changed or added as agreed during Mid-year Performance Appraisal</i>	<i>To be completed by the supervisor at the end of the Appraisal Period</i>		
	<i>Results Achieved</i>	<i>Performance Appraisal by the Supervisor (see rating scale)</i>	<i>Reasons</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
TOTAL (Out of 70% for teaching and non-teaching staff)			

SECTION 7: VALUES/STAFF COMPETENCIES APPRAISAL

This section should be completed by the supervisor after discussion with the Appraisee and indicate his/her views under the Appraisal column.

a): CORE VALUES/ COMPETENCIES

<i>(i) Values</i>	<i>Appraisal (see rating scale)</i>
1.Integrity	
2. Respect for National diversity /Gender	
3. Patriotism	
4. Demonstrates and upholds values as Stipulated	
TOTAL (Out of 10% for teaching and non-teaching staff)	



(ii) Core Competencies	Appraisal (see rating scale)
1. Professionalism	
2. Technical competency	
3. Communication	
4. Team Work	
5. Time Management	
6. Creativity	
7. Continuous Learning Performance and Improvement	
8. Customer/Citizen focus	
TOTAL (out of 20% for other staff and 10% for staff who have managerial and supervisory responsibility)	

b): Managerial and Supervisory Competencies

(This part applies to staff who have managerial and supervisory responsibilities).

Competency	Appraisal (See rating scale)
1. Adheres to the Leadership /Management Accountability /Framework.	
2. Planning and Organizing.	
3. Training and Developing Staff.	
4. Managing Resources and Accountability.	
5. Anticipates risks and takes measures to mitigate against them.	
6. Judgment and Objectivity	
7. Managing Performance	
8. Promoting use of Information Technology	
Total (Out of 10% for managerial and supervisory staff only)	

SECTION 8: OVERALL APPRAISAL

1. For other staff (teaching and non-teaching) out of 70% for performance targets ,10% for core values and 20% for Core competencies
2. For managerial and supervisory staff out of 70% for performance targets, 10% for core values, 10% for core competencies and 10% for managerial performance.

Overall Appraisal by the Supervisor (Comments on the Appraisee’s overall performance and any other strengths, skills and qualities which he/she has)

Supervisor’s Name: _____ **Signature:** _____ **Date:** _____



SECTION 9: APPRAISEE’S COMMENTS ON APPRAISAL BY THE SUPERVISOR

a) Did performance related discussions take place during the reporting period with your supervisor? (tick one)

Yes No

b) General comments (if any) on your overall performance.

Appraisee’s Signature: _____ **Date** _____

SECTION 10: COMMENTS BY THE SECOND SUPERVISOR

Comments by the Second Supervisor: *(comment on the consistency and reasonableness of the comments given by the supervisor and any significant statement(s) made by the Appraisee).*

Second Supervisor’s Name: _____

Designation: _____ **Signature:** _____ **Date:** _____

