

	TECHNICAL UNIVERSITY OF MOMBASA	
	Document: Form	Ref No.: TUM/Form/HRM/022
	Title: PERFORMANCE APPRAISAL	
	Department: HUMAN RESOURCE MANAGEMENT	
	Issue No. 2	Revision No. 0
Date: 5th April 2018		

STAFF EVALUATION BY SUPERVISOR

Period under Review From: _____ To: _____

SECTION 1: EMPLOYEE PARTICULARS

Surname:

Name: Other Names:

Designation :

Personal No: ID No:

Division: Department/Section:
 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.

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<i>Achievement of Performance Targets</i>	<i>Scale</i>
Performance targets fully met and exceed in several arrears	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. *(Comment 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.			
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>
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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)	

<i>(ii) Core Competencies</i>	<i>Appraisal (see rating scale)</i>
1. Professionalism	
2. Technical competency	
3. Communication	
4. Team Work	
5. Time Management	
6. Creativity	
7. Continuous Learning	
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).

	<i>Competency</i>	<i>Appraisal (See rating scale)</i>
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%



TUM is ISO 9001:2015 Certified

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:

