**THE ELDORET NATIONAL POLYTECHNIC**

**HUMAN RESOURCE MANAGEMENT SECTION**

**STAFF PERFORMANCE APPRAISAL FORM**

**Before completing this appraisal report, please read the following guidelines carefully**.

**PREAMBLE**

 The purpose of the Staff Performance Appraisal is to assess a staff performance in the job comprehensively and objectively, with the help of full knowledge and understanding of the job descriptions and requirements. The information in the Appraisal Report will be used in assessing training needs and determining the staff potential for promotion and other rewards and sanctions. It is therefore, important to provide accurate information .

The staff appraisal should reflect work output, achievement as well as display competencies over the review period.

**The report covers all the Eldoret National polytechnic governing council staff will be appraised based on the Performance Contract.**

**DEFINITION OF TERMS:**

 **Appraisee** : This is the staff being assessed

**Appraiser** : This is the Appraisee’s immediate supervisor

**HOD**  : This is the Head Department/Section

**APPRAISAL PROCESS:**

The appraisee is supplied with a copy of the appraisal form and departmental/Sectional performance targets at the beginning of the review period from 1st July ……2022………………………. (Year) to 30th June…………2023………………. (Year).

 The appraisee is expected to draw an individual work plan which will form the basis of this performance report.

**The form shall be completed in duplicate.** The appraisal will be done quarterly and at the end of the fourth quarter, the original report will be forwarded to HRO by 15th July of every year. The duplicate will be retained by the appraisee.

**PART 1: PERSONAL DATA**

**Section 1: Employment Details**

i. Personal No…………………………Name…………………………………………..

ii. First Name…………………………..Other Names…………………………………......

iii. Designation………………………….Terms of Service………………………………

iv. Job grade/group…………………………………………………………………………………

v. Section/ Department……………………………………………………………………...

vi. Supervisor’s Name……………………………………………………………………….

**Section 2 (a): To be signed at the beginning of the appraisal period**

Appraisee and management commitment to achieve the agreed performance targets.

Name of Appraisee………………………………………………………………………………

Signature………………………………………Date……………………………………………

Supervisor’s Name………………………………………………………………………………

Signature……………………………………..Date……………………………………………..

(Immediate supervisor)

|  |  |  |  |
| --- | --- | --- | --- |
| **(A)****Agreed Performance Targets** | **(B)****Performance Indicators** | **(C)****Achieved results in line with the performance indicator** | **(D)****Performance Appraisal Score (See Rating Scale)****100 % Excellent****80%- 99 % Very Good****60 %- 79 % Good****59 % and below Fair** |
| (To be completed by the supervisor in consultation with the appraise at the beginning of the appraisal period) | To be completed by the Supervisor with the Appraisee at the end of the appraisal period) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| **Total Appraisal score on performance targets** |  |
| **Mean appraisal score %** |  |
|  |  |  |  |

**2. Employees overall performance Rating**

**i) Excellent 100%**

**ii. Very good 80-99%**

**iii). Good 60- 79%**

**iv). Fair 59% and below**

**3. (b) Supervisors comments**

Supervisor’s comments on appraisee performance at the end of the year including any factors that hindered performance (Please indicate if the appraisee requires to be put on performance improvement plan/programme, be rewarded, or be reprimanded. Indicate type of award or sanction to be administered.………………………………………..............................................

Supervisor’s Name…………………………………………………………………………………

Signature………………………………………………Date………………………………………

**4. Staff Training and Development Needs**

In this part, the appraisee is given the opportunity to state specific performance gaps that if addressed will improve the appraisee’s output and competencies. The appraiser will discuss the appraisee’s performance gaps and then propose what he/she thinks, as a supervisor, are the training interventions required. ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Authorized Officer: Approved/ Not Approved**

Name………………………………………………………………………………………………..

Signature…………………………………….Date…………………………………………………