



PERFORMANCE APPRAISAL FORM

ASSESSMENT PERIOD:

Employee Name:	Staff No.:	Job Title:
Department:	Section:	Station:
Evaluator's Name:	Job Title:	
The purpose of conducting performance appraisal is to develop better communication between the employee and the supervisor, improve the quality of work; increase productivity and promote employee development.		
PERFORMANCE RATINGS While rating performance, the Supervisor/Evaluator will Consider the employee's performance in each category and designate the level of performance that most accurately describes his/her job performance. The five tier performance ratings structure has been defined below to serve as guidance for supervisors to assess an employee's performance level. The purpose of the numerical scale is to facilitate the supervisor/Evaluator to determine the overall rating objectively. The performance ratings structure has a numerical scale as follows: Excellent (101 %+): Achievement of 101% and above of the agreed performance targets. Very Good (100 %): Achievement up to 100% of the agreed performance targets.		

Good (80% -99 %): Achievement between 80% up to 99% of the agreed performance targets.

Fair (60% -79 %): Achievement between 60% up to 79% of the agreed performance targets.

Poor (59 % and Below): Achievement up to 59% of the agreed performance targets.

Part A: Target Setting (to be filled at the beginning of the performance period)				Performance Rating	
No.	Targets set for the year	Weight	Unit of Measure /Performance Indicator	Self	Evaluator

Subtotal on Part A		85			

Part B: Personal Attributes (Subtotal for part B 15 Marks)

The employee will be rated on the basis of work interactions with the Supervisor on the following scales:

5=always (Employee consistently exceeds position expectations with virtually no detected/preventable/controllable errors and requires no Supervision).

4 =Most Times 3= Often 2= Sometimes 1= Rarely

	Performance Appraisal Attributes	5 Always	4 Most Times	3 Often	2 Sometimes	1 Rarely
1.	The employee demonstrates high standards of professional ethics.					
2.	The employee demonstrates efficient, effective and economic use of resources.					
3.	The employee is responsive, prompt, effective and impartial in provision of equitable services.					

4.	The employee demonstrates transparency and provision to the public of timely and accurate information.					
5.	The employee is accountable for administrative acts.					
6.	The employee is competent in performing job duties and has good knowledge of or his/her area.					
7.	The employee maintains expected standards of performance					
8.	The employee takes the initiative to learn new things related to the work area and get things done.					
9.	The employee takes responsibility for work done or assigned.					
10.	The employee keeps me informed about work progress.					
11.	The employee follows work instructions well.					
12.	The employee is approachable, good team player, shares knowledge with other team members and supports others to get work done.					
13.	The employee is receptive to ideas and suggestions for new or different systems or approaches.					
14.	The employee is fair and consistent when dealing with others and bases relationships on mutual respect.					
15.	The employee supports corporate policies and initiatives.					
Total Score						

Part C: Training and Development need (to be identified jointly with Supervisor during target setting)

Training course	Duration	Comments by Supervisor (on staff training and development undertaken over the Appraisal period)-to be filled after appraisal.

Signature: Employee

Date:

Signature: Supervisor.....

Date:

Part D: Appraisal remarks (To be filled after appraisal)

Employees remarks on overall appraisal	Employee Signature: Date:
Evaluator's Remarks	Evaluators Signature: Date
Comments by Managing Director	Signature: Date: