

KABARNET UNIVERSITY COLLEGE

PERFORMANCE APPRAISAL FORM

PART A: PERSONAL DETAILS

1. Personal details of employee

Employee Name Employee Number ..

Designation Department/Campus .

Length of time in current position .

Promotions (if any) since being employed

i)

ii)

iii)

Supervisor's Name Supervised for entire period .

D Yes D No (Months)

PART B: EDUCATIONAL DETAILS

2. (a) Highest level of educational attained ..

(b) Additional training since being employed

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17.

PART C: INDIVIDUAL ASSESSMENT

3. Has the last year been good / bad / satisfactory for you and why? How would you rate last year as relates to your work?

D Good D Satisfactory D Bad

4. What do you consider to be your most important achievement in the past year?

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.....

.....

5. What elements of your job do you find most difficult?

6. What actions could be taken to improve your performance in your current position by you and your supervisor?

1. Supervisor

11. You

SIGNATURE

DATE

PART D: ASSESSMENT OF PERFORMANCE

(EVALUATE THE OFFICER ON THE JOB NOW BEING PERFORMED. MARK 'X' ON THE SPACE BELOW ON THE STATEMENT THAT BEST DESCRIBES THE OFFICER BEING APPRAISED, IN RELATION TO THE JOB ELEMENT IN QUESTION. THE CARE AND ACCURACY WITH WHICH THIS APPRAISAL IS MADE WILL DETERMINE ITS VALUE TO YOU, TO THE OFFICER AND TO THE UNIVERSITY COLLEGE).

JOB ELEMENTS	EXCELLENT A	V.GOOD B	GOOD/AVERAGE C	POOR D	ADDITIONAL COMMENTS
KNOWLEDGE OF WORK: Consider knowledge of job gained.	Understands all aspects of work very well.	Knows work well but many require occasional assistance.	Requires frequent assistance in the performance of work.	Poor knowledge of work.	
QUANTITY / QUALITY OF WORK: Consider the quantity and quality of work under normal conditions.	Above average in performance of work	Satisfactory output of work	Fair output of work	Poor work	
INITIATIVE AND ABILITY TO LEARN: Consider the speed and initiative the employee has in performance of work.	Has exceptional ability in understanding. Frequently initiates new ideas	Learns quickly and handles situations effectively.	Rarely shows initiative and constantly requires supervision	Too slow in grasping and retaining ideas	
CO-OPERATION: Consider manner of handling work relations (Team Work)	Goes out of his / her way to cooperate with others	Acceptable and gets along with colleagues.	Rather aloof and reluctant to cooperate.	Has poor cooperation	
JUDGEMENT: Does the employee think intelligently and makes decisions in a logical manner? Rational	Thinks quickly, logically and accurately.	Judgment usually logical/	Fairly reliable	Poor and unreliable in judgment.	
EXTRA WORK: Is the employee willing and cooperative while undertaking extra work in the department?	Willing and always cooperative in daily extra work.	Willing but uncooperative while performing the work.	Fairly willing and uncooperative	Unwilling to undertake extra work.	

KNOWLEDGE OF OFFICE MANAGEMENT SYSTEMS: Is the employee able to organize and manage the office effectively				
	Very organized and manages office effectively	Usually organized and manages well	Fairly organized	Disorganized and unreliable in office management
PUNCTUALITY: Does the employee keep time coming and closing duty and departmental meeting?				
	Keeps Time always	Tries hard at keeping time	Gets late on many occasions	Always late.

PARTE:

5. POTENTIALFOR FURTHER ADVANCEMENT

- i) Is the officer suited for the job he is doing? YES / NO
- ii) In your opinion, is the officer ready for promotion? YES / NO
- iii) If the officer requires further training, suggest possible type of training.

6. (i) SUPERVISORS RECOMMENDATIONS

I rate _____ 's performance as:

- (i) Exceeds expectations
- (ii) Meets expectation
- (iii) Does not meet expectation

(ii) SUPERVISOR'S:

Name: _____

Designation: _____

Signature: _____

Date: _____

7. COUNTERSIGNING OFFICER'SREMARKS (e.g, Head of Department):

Name: _____

Designation: _____

Signature: _____

Date: _____