



**JOMO KENYATTA UNIVERSITY
OF
AGRICULTURE AND TECHNOLOGY**

Office of the Human Resource Manager

STAFF EVALUATION FORM

PERIOD UNDER REVIEW:

From:

To:

SECTION I – BIODATA/PERSONAL PARTICULARS (To be completed by the Appraisee)

Staff Details

Name

PF

Please write your name starting with the Surname, followed by other names

Please write your PF

Designation

Department/Section

Please indicate your designation

Please write your Department /Section

Nature of Employment

☐ Permanent

☐ Temporary

☐ Contract

☐ Casual

Please Tick where appropriate above

Staff Category

☐ Academic

☐ Non Academic

Please Tick where appropriate above

Job Description

Qualifications/Technical Skills (Specify)



SECTION II (WEIGHT – 10%): VALUES AND STAFF COMPETENCY APPRAISAL
(To be completed by Head of Department / Section)

Attribute	Attribute Score	0 Poor	1 Fair	2 Good	3 V. Good	4 Excellent	Appraiser Score
1) Communication	1%						
2) Professionalism	1%						
3) Initiative and self drive	1%						
4) Creativity	1%						
5) Critical thinking	1%						
6) Decision-making	1%						
7) Dependability & Resourcefulness	1%						
8) Punctuality & Attendance	1%						
9) Delivery & Promptness	1%						
10) Leadership skills	1%						
Total Score	10%						

Please score the employee's overall performance for the evaluation period on a scale of 0-4

☐ Poor (0) ☐ Fair (1) ☐ Good (2) ☐ Very Good (3) ☐ Excellent (4)

List below the employee's main Strengths:

List below areas of the employee's work in which they have difficulties and may need further training or support:



SECTION III (WEIGHT – 10%): PEER EVALUATION

(To be completed by peers, i.e. persons in the same rank as the Appraisee)

Attribute	Attribute Score	0 Poor	1 Fair	2 Good	3 V. Good	4 Excellent	Appraisee Score
1. Team spirit	2%						
2. Communication skills	1%						
3. Interpersonal relations	1%						
4. Presentation	1%						
5. Punctuality & attendance	1%						
6. Conflict resolution	2%						
7. Resource management	2%						
Total Score	10%						

Please score the employee's overall performance for the evaluation period on a scale of 0-4

☐ Poor (0) ☐ Fair (1) ☐ Good (2) ☐ Very Good (3) ☐ Excellent (4)

List below the employee's main Strengths:

List below areas of the employee's work in which they have difficulties and may need further training or support:



SECTION IV (WEIGHT – 10%): EVALUATION BY EMPLOYEES BELOW RANK

(To be completed by employees below the Appraiser's rank)

Attribute	Attribute Score	0 Poor	1 Fair	2 Good	3 V. Good	4 Excellent	Appraiser Score
1. Supervision	2%						
2. Attitude to work and colleagues	2%						
3. Conflict resolution	2%						
4. Interpersonal relations	2%						
5. Communication skills	2%						
Total Score	10%						

Please score the employee's overall performance for the evaluation period on a scale of 0-4

☐ Poor (0) ☐ Fair (1) ☐ Good (2) ☐ Very Good (3) ☐ Excellent (4)

List below the employee's main Strengths:

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List below areas of the employee's work in which they have difficulties and may need further training or support:

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SECTION V (WEIGHT – 5%): SELF ASSESSMENT *(To be completed by the Appraisee)*

Attribute	Attribute Score	0 Poor	1 Fair	2 Good	3 V. Good	4 Excellent	Appraiser Score
1. Development/updating of skills	2.5%						
2. Productivity	2.5%						
Total Score	5%						

List Your main Strengths:

List below your outstanding contributions to the Department/Division/University:

Are there any areas of your work which you have difficulties and would like to have further training or support? ☐ Yes ☐ No

If yes, please explain



SECTION VI (WEIGHT – 15%): CUSTOMER EVALUATION FOR NON ACADEMIC STAFF ONLY *(To be completed by persons receiving services from the Appraisee)*

Attribute	Attribute Score	0 Poor	1 Fair	2 Good	3 V. Good	4 Excellent	Appraisee Score
1. Communication skills	3%						
2. Promptness to response	3%						
3. Public relations	3%						
4. Dependability	3%						
5. Commitment to service	3%						
Total Score	15%						

Please score the employee's overall performance for the evaluation period on a scale of 0-4

☐ Poor (0) ☐ Fair (1) ☐ Good (2) ☐ Very Good (3) ☐ Excellent (4)

List below the employee's main Strengths:

List below areas of the employee's work in which they have difficulties and may need further training or support:



SECTION VI: STAFF TRAINING AND DEVELOPMENT PLAN *(To be completed at the Department / Section)*

[illegible]

Signed by:

(1) Appraisee:

Names

Signature

Date _____

(2) Head of Department/Section:

Names

Signature

Date



PERFORMANCE SUMMARY *(To be completed by the Office of the Human Resource Manager)*

EVALUATION MEASURE	SOURCE OF SCORE	STAFF CATEGORY	SCORE	
			Awarded	Max
1. Evaluation on Values and Staff Competency	SECTION II	ALL		10
2. Peer Evaluation	SECTION III	ALL		10
3. Evaluation by Employees below Rank	SECTION IV	ALL		10
4. Self Assessment	SECTION V	ALL		5
5. Customer Assessment <i>(For Non-Academic Staff)</i>	SECTION VI	NON ACADEMIC		15
6. Student/Lecturer Evaluation <i>(For Academic Staff)</i>	DAQA	ACADEMIC		
7. Score for Performance Contract	DIPCA	ALL		50
OVERALL SCORE				100
OVERALL GRADE				

GRADE ALLOCATION GUIDE

OVERALL SCORE RANGE (%)	GRADE
85 – 100	Excellent
70 – 84	Good
50 – 69	Fair
40 – 49	Poor
0 - 39	Very Poor

RECOMMENDATIONS ON APPRAISAL

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Compiling Officer:

..... (Names) (Signature) (Date)

