



# MERU UNIVERSITY OF SCIENCE & TECHNOLOGY

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# STAFF APPRAISAL FORM

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Name:.....PFNo.....

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STAFF APPRAISAL FORM: REF:F-1-6.....

Rev : .....

APPRAISAL PERIOD: From: ..... To:.....

**SECTION ONE: PERSONAL DETAILS (*To be completed by appraisee*)**

Surname.....Other .....

PF No. .... Gender: .....

Division/Directorate/Department.....

Terms of Employment:  Permanent  Contract

Date of Employment:.....

Designation.....Grade:.....

Highest Academic Qualifications on appointment:

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Highest Academic Qualifications in current position:

.....

Professional Qualifications (Where applicable):

.....

Registration with a professional body (Where applicable):

Body/Board: .....Reg. No. ....

Name:.....PFNo.....

**SECTION TWO:SELF APPRAISAL**

S/ No	Attribute	Descriptive	Poor (1)	Fair (2)	Good (3)	V. Good (4)	Excellent (5)	Maximum score	Appraisee score
1	Communication skills	Ability to listen, interpret and provide relevant feedback						5	
2	Attitude to work	Desire/ Flexibility to work, with minimum supervision and direction						5	
3	QMS compliance	Adherence to QMS based on ISO 9001:2008						5	
4	Professionalism	Ethically utilises acquired skills to undertake tasks						5	
5	Motivation	Self drive to undertake tasks						5	
6	Leadership skills	Inspiring others to achieve set goals and objectives						5	
7	Team spirit	Working in harmony with others						5	
8	Delivery on tasks/Competency	Sets and meets targets, accurate and thorough.						5	
9	Resource management/ Efficiency	Optimum use of resources.						5	
10	Punctuality/ Attendance	Reports for duty on time and regularly						5	
	<b>Total score</b>							<b>50</b>	

List your training needs

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Name:.....PFNo.....

**SECTION THREE: PEER APPRAISAL**

- a) A peer shall be a member of staff in the same grade bracket and department.
- b) If (a) is not applicable, a peer shall be a member of staff in the same grade bracket and from a related department as the appraisee.
- c) Otherwise, the Appraisal and Promotion Committee will identify the peer .

S/ No	Attribute	Descriptive	Poor (1)	Fair (2)	Good (3)	V. Good (4)	Excellent (5)	Maximum score	Appraisee score
1.	Communication skills	Ability to listen, interpret and provide relevant feedback						5	
2.	Professionalism	Ethically utilises acquired skills to undertake tasks						5	
3.	Leadership skills	Inspiring others to achieve set goals and objectives						5	
4.	Team spirit	Working in harmony with others						5	
5.	Resource management/ Efficiency	Optimum use of resources.						5	
<b>Total score</b>								<b>25</b>	

List appraisee's areas of improvement and training needs

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Name:.....PFNo.....

**SECTION FOUR: APPRAISAL BY EMPLOYEES BELOW RANK**

- a) An employee below rank shall be a member of staff in a lower grade than the appraisee in the same department.
- b) If (a) is not applicable, an employee below rank shall be a member of staff in a lower grade from a related department as the appraisee.
- c) Otherwise, the Appraisal and Promotion Committee will identify an employee below rank.

S/ No	Attribute	Descriptive	Poor (1)	Fair (2)	Good (3)	V.Good (4)	Excellent (5)	Maximum score	Appraisee score
1.	Communication skills	Ability to listen, interpret and provide relevant feedback						5	
2.	Professionalism	Ethically utilises acquired skills to undertake tasks						5	
3.	Leadership skills	Inspiring others to achieve set goals and objectives						5	
4.	Interpersonal Skills	Interracts effectively with others to gain their respect and confidence						5	
5.	Availability	Present/ Accessible to provide guidance						5	
	<b>Total score</b>							<b>25</b>	

Name:.....PFNo.....

**SECTION FIVE: HEAD OF DEPARTMENT APPRAISAL**

The Head of Department shall be defined as the Vice Chancellor, Deputy Vice Chancellors, Registrars, Deans, Director, Heads of Departments and Chairpersons of Departments as applicable

S/ No	Attribute	Descriptive	Poor (1)	Fair (2)	Good (3)	V.Good (4)	Excellent (5)	Maximum score	Appraisee score
1.	Communication skills	Ability to listen, interpret and provide relevant feedback						5	
2.	Attitude to work	Desire/ Flexibility to work, with minimum supervision and direction						5	
3.	QMS compliance	Adherence to QMS based on ISO Standards						5	
4.	Professionalism	Ethically utilises acquired skills to undertake tasks						5	
5.	Motivation	Self drive to undertake tasks						5	
6.	Leadership skills	Inspiring others to achieve set goals and objectives						5	
7.	Team spirit	Working in harmony with others						5	
8.	Interpersonal Skills	Interracts effectively with others to gain their respect and confidence						5	
9.	Delivery on tasks/Competency	Sets and meets targets, accurate and thorough.						5	
10.	Resource management/ Efficiency	Optimum use of resources.						5	
11.	Punctuality/ Attendance	Reports for duty on time and regularly						5	
12.	Availability	Present/ Accessible to provide guidance						5	
<b>Total score</b>								<b>60</b>	

List appraisee's outstanding contributions to the department/division/university

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List appraisee's areas of improvement and training needs

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Name:.....PFNo.....

**SECTION SIX: APPRAISAL BY CUSTOMER**

- a) A customer is anyone receiving a service from the appraisee
- b) For teaching staff use the appraisal by students from Directorate of Quality Assurance.

S/ N o	Attribute	Descriptive	Poor (1)	Fair (2)	Good (3)	V.Good (4)	Excellent (5)	Maximum score	Appraisee score
1.	Communication skills	Ability to listen, interpret and provide relevant feedback						5	
2.	Service delivery	Quality and Quantity of response to customer needs						5	
3.	Promptness	Time taken as defined by the Customers' Service Charter						5	
4.	Availability	Present/ Accessible to provide services						5	
5.	Customer relations	Politeness, understanding, attentive, Sobriety.						5	
	<b>Total score</b>							<b>25</b>	

List appraisee's areas of improvement

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Name:.....PFNo.....

**SECTION SEVEN: APPRAISAL SUMMARY**

S/No	APPRAISAL SECTION	WEIGHT (A)	MAXIMUM SCORE (B)	SCORE AWARDED (C)	ACHIEVED SCORE $C_B \times A$
1.	Section Two: Self Appraisal	5	50		
2.	Section Three: Peer Appraisal	12	25		
3.	Section Four: Employee Below Rank Appraisal	10	25		
4.	Section Five: Head of Department Appraisal	15	60		
5.	Section Six: Customer/student Appraisal	8	25		
6.	Section Seven: Performance Contract Appraisal	50	50		
	<b>Total Score</b>	<b>100</b>	<b>235</b>		

**OVERALL SCORE GRADING**

S/No	Score	Remarks
1	80-100	Outstanding
2	70-79	Exceeds Expectations
3	60-69	Meets Expectations
4	50-59	Below Expectations
5	40-49	Far Below Expectations