



REF: F-1-7-01

MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

PERFORMANCE CONTRACT

BETWEEN

INDIVIDUAL STAFF

AND

HEAD/CHAIR OF DEPARTMENT

AT

MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)

FOR THE PERIOD: from 01.07.20..... to: 30.06.20.....

Contract Period: From 1st July to 30th June

Personal Details *(To be completed by the appraisee)*

Name

PF

Please write your name starting Surname, followed by other names

Please write your PF No.

Designation

Directorate/Department

Please indicate your designation

Please write your Directorate/Department

Terms of Employment

Permanent

Contract

Please Tick one above

Division

Academic

Administration

Please Tick one above

Job Description *(Briefly describe the work you do in your Department/Section)*

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Departmental Objectives *(List the priority objectives of your department from which performance targets will be derived)*

1. _____
2. _____
3. _____
4. _____
5. _____

Performance Targets (Targets are agreed upon by staff and HOD)

	Performance Target	Performance Indicators	Units	Weight	Max Score	Score Awarded	Achievement
				A	B	C	$(C/B \times A)$
1							
2							
3							
4							
5							
6							
7							
8							
	TOTAL WEIGHT			50			/50

Explanation of Performance Targets (Briefly Explain the targets)

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Signed by:

Member of Staff

Names

Signature

Date

Head/Chair of Department:

Names

Signature

Date

Witnessed by:

Names

Signature

Date

Annex 1: INDIVIDUAL STAFF PERFORMANCE CONTRACT GUIDELINES***A. Performance Targets and Target setting***

- 1) Each member of staff shall negotiate with his/her Head of Department and agree on performance targets before end of May each year;
- 2) The Performance targets shall be based on the Departmental objectives;
- 3) The performance targets shall be based on the job descriptions of the individual member of staff;
- 4) The Performance targets shall be clearly defined; the Member of staff and Head of Department shall provide explanatory notes for each target.
- 5) Each target shall be assigned a weight based on the perceived importance of the target by the member of staff and Head of Department;
- 6) The total weight for all targets shall be capped at 50.

B. Performance Evaluation

This performance evaluation shall contribute to 50% of the Performance Appraisal for the staff member during the Contract Period.

Note: All HODs and CODs are advised to fill this form in triplicate to be distributed as follows:

1. Individual staff (Original)
2. VC/DVC/Registrar/Dean/Director/HoD/CoD (Where applicable)
3. Personal File (HR office)