

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS)



OPEN PERFORMANCE REVIEW AND APPRAISAL FORM FOR ADMINISTRATIVE AND
TECHNICAL STAFF

(4 original copies to be filled)

From: July to June

This Form must be filled by all Administrative and Technical Staff except who have not trained up to the level of form four. Staff with education less than form four shall continue to use OPRAS Swahili Version.

NOTES ON HOW TO FILL THIS FORM:

1. **Section 2: Performance Agreement:** This section deals with expected achievements in terms of concrete outputs that will be delivered at the end of the year. The section includes the following:
 - 2.2. **Individual Agreed Objectives:** Key responsibilities related to your position. They are derived from the University Strategic Plan, The Annual Action Plan of the Unit and your Job Description. The objectives should be **SMART**
 - 2.3. **Performance Targets/Outputs:** Targets, results or activities/tasks that you will perform in contribution to achieving your objectives.
 - 2.4. **Performance Criteria/Indicators//Means of Verification:** Measurements and evidence for the quality, quantity or approaches used in achieving the objectives or targets/outputs.
 - 2.5. **Agreed Resources:** Means (financial, human, and physical) required to achieve the objectives or targets/outputs that have been budgeted for in the implementing year.
2. Sections 3 and 4 of this Form shall be filled by the Appraisee in consultation with the Supervisor and sections 5-6 in the presence of a third party if necessary.
5. Please note that appraisals that are rated as 1 are the best performers and appraisals rated as 5 are the worst performers.
3. **Note:** Section 1 and 2 shall be filled at the beginning of the appraisal year.

SECTION 1: PERSONAL PARTICULARS

- | | | | |
|------------------------------------|----------------------|--------------------|---|
| 1.1. Check Number | <input type="text"/> | 1.2. Personal File | <input type="text"/> |
| 1.3. Date of birth | <input type="text"/> | | |
| 1.4. Name in full (3 names) | <input type="text"/> | | |
| 1.5. Date of the first appointment | <input type="text"/> | 1.6. Gender M/F | <input type="text"/> <input type="text"/> |

1.7. Age 1.8. Nationality 1.9. Marital Status

1.10. No. of children (a) (b) No. of children below 18 years
(c) No. of Children above 18yrs who are scholars

1.11. Name of School/Directorate

1.12. Name of Department

1.13. Academic Qualifications (Starts with the highest)

(i) _____

(ii) _____

(iii) _____

(iv) _____

(v) _____

1.14. Duty post (Post on Leadership)

1.15. Substantive Post

1.16. Date of Appointment to present substantive post (last promotion date)

1.17. Salary Scale 1.18. Period served under Present Supervisor in months

1.19. Terms of Employment (put tick): Contract ☐ Permanent ☐

20.20. Supervisor Name

SECTION 2 : PERFORMANCE AGREEMENT

To be filled by the Appraisee in consultation with the Supervisor

2.1(a) S/N	2.2 Individual Agreed Objectives	2.3 Agreed Performance Targets	2.4 Agreed Performance Criteria/Means Verification	2.5 Agreed Resources

Note: More separate sheet(s) can be added if this is not enough.

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Name of Appraisee (in capital letters)

Name of Supervisor (in capital letters)

Signature.....Date.....

Signature.....Date.....

SECTION 3 : MID-YEAR REVIEW (DECEMBER)

To be filled by the Appraisee in Consultation with the Supervisor

3.1(a) S/N	3.2 Agreed Objectives (As per Section 2)	3.3Progress Towards Target	3.4 Factors Affecting Performance

Note: More separate sheet(s) can be added if this is not enough.

.....
Name of Appraisee (in capital letters)

.....
Name of Supervisor (in capital letters)

Signature.....Date.....

Signature.....Date.....

SECTION 4 : REVISED OBJECTIVES (if any)

4.1(a) S/N	4.2 Agreed Revised Objective(s)	4.3 Agreed Performance Targets	4.4 Agreed Performance Criteria	4.5 Agreed Resources

Note: More separate sheet(s) can be added if this is not enough.

.....
Name of Appraisee (in capital letters)

.....
Name of Supervisor (in capital letters)

Signature.....Date.....

Signature.....Date.....

SECTION 5 : ANNUAL PERFORMANCE REVIEW & APPRAISAL

To be filled by the Appraisee and the Supervisor

5.1(a) S/N	5.2 Agreed Objective(s)	5.3 Progress made	5.4 Rated Mark		
			App-raisee	Super-visor	Agreed Mark

Overall Performance Mark: <i>This should reflect the overall average performance and achievement of agreed objectives in Section 2a.</i>					

Note: More separate sheet(s) can be added if this is not enough.

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.....
Name of Appraisee (in capital letters)

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Name of Supervisor (in capital letters)

Signature.....Date.....

Signature.....Date.....

Rating:

- | | | |
|-----------------------------|-------------------------------|-------------------------|
| 1 = Outstanding performance | 2 = Performance above average | 3 = Average performance |
| 4 = Poor performance | 5 = Very poor performance | |

SECTION 6: ATTRIBUTES OF GOOD PERFORMANCE

To be filled by the Appraisee and the Supervisor

6.1 S/N	7.2 MAIN FACTORS	6.3 QUALITY ATTRIBUTE	6.4 RATED MARK		
			Appraisee	Supervisor	Agreed Mark
1	WORKING RELATIONSHIPS	Ability to work in team			
		Ability to get on with other staff			
		Ability to gain respect from others			
2	COMMUNICATION AND LISTENING	Ability to express in writing			
		Ability to express orally			
		Ability to listen and comprehend			
		Ability to train and develop subordinates			
3	MANAGEMENT AND LEADERSHIP	Ability to plan and organize			
		Ability to lead, motivate and resolve conflicts			
		Ability to initiate and innovate			
4	PERFOMANCE IN TERMS OF QUALITY	Ability to deliver accurate and high quality output timely			
		Ability for resilience and persistence			
5	PERFORMANCE IN TERMS OF QUANTITY	Ability to meet demand			
		Ability to handle extra work			
6	RESPONSIBILITY AND JUDGEMENT	Ability to accept and fulfil responsibility			
		Ability to make right decisions			
7	CUSTOMER FOCUS	Ability to respond well to the customer			
8	LOYALTY	Ability to demonstrate follower ship skills			
		Ability to provide ongoing support to supervisor(s)			
		Ability to comply with lawful instructions of supervisors			
9	INTEGRITY	Ability to devote working time exclusively to work related duties			
		Ability to provide quality services without need for any inducements			
		Ability to apply knowledge abilities to benefit Government and not for personal gains			
Overall Performance Section 6					

Note: More separate sheet(s) can be added if this is not enough.

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.....
Name of Appraisee (in capital letters)

.....
Name of Supervisor (in capital letters)

Signature.....Date.....
Signature.....Date.....

Rating:

1 = Outstanding performance 2 = Performance above average 3 = Average performance
4 = Poor performance 5 = Very poor performance

SECTION 7: OVERALL PERFORMANCE (AVERAGE OF SECTIONS 5 & 6)

7.1. COMMENTS BY APPRAISEE (if any):

Name of Appraisee

Date

Signature

7.2. COMMENTS BY OBSERVER (if any):

Name of Observer

Date

Signature

**SECTION 8: COMMENTS AND RECOMMENDATIONS BY SUPERVISOR ON EMPLOYEE
REWARDS/DEVELOPMENTAL MEASURES/SANCTIONS**

8.1. COMMENTS BY SUPERVISOR

8.2. RECOMMENDATIONS BY SUPERVISOR ON EMPLOYEE REWARDS/ DEVELOPMENTAL MEASURES/SANCTIONS

The supervisor/Head of Department will recommend the most appropriate reward, developmental measures or sanctions against the appraisee in accordance to the level of agreed performance targets.

Name of Supervisor

Signature

Date

8.3. RECOMMENDATIONS BY SPMAC

SPMAC Chairman - Signature

Date-----

8.4. DECISION BY A&HRMC

VC - Signature

Date-----