

## EMPLOYEE PERFORMANCE APPRAISAL FORM 24-A

Head office:		Location/Based at:	
Name:	Position	Program:	
Year or Period Covered:	Time in Present Position:	Length of Service:	
Appraisal Year:	Appraisal Venue:	Appraiser:	

**PART A: Self Appraisal Section (Filled by every Staff)**

Responsibilities & Duties:-

Performance Objective set out in previous year:-

State your next year planning and targets:-

**Part B: Discussion point filled by**

**1: has the past year been good/bad/satisfactory or otherwise for you and why?**

**2: What do you consider to be your most important achievement of the past year?**

**3: What do you like or dislike about working for organization**

**4: What elements of your job do you find most difficult and why?**

**5: What do you consider to be your aim and task in the next year?**

**6: What action could be taken to improve your performance by you and your supervisor?**

**7: What kind of work or position would you like in next two/five years time:**

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**8: What sort of capacity building would require you in next year in which you and your work can benefit from there?**

**Part C: To be filled by Immediate Supervisor**

**Performance Measurement:**

**Attitude**

Acceptance of Rules

Compliance of Code of Conduct

Team Spirit

Commitment

Creativity

A	B	C	D

**Quality of Work:**

Work is organized and presented professionally

Working is free any violation

Conflict free working

A	B	C	D

**Quantity of Work**

Target Achieved

Documentation Level

Reporting

A	B	C	D

All assignment status

Output match with experience

Recovery


**Client Service and Communication**

Communication with Community

Communication with in Office

Respond to Client with Respect

Address Conflicts and Problems

Situation with Patience and Tact

A	B	C	D

**Knowledge and Management Skills**

Share Information when needed

Team Management Skill

Maintain personal appearance appropriate to job

Having knowledge of job

Planning, Organizing, Directing and Controlling

Provide Clear Direction and Purpose

Role Model as Behavior

A	B	C	D

**Work Environment**

Maintain a Self & Healthy environment

Team Building that reflect high moral, Clear focus

Encourages and provide opportunities for Subordinated

Promote quality

A	B	C	D

A:	10	B:	8	C:	6	D:	4
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○ **Quantitative Factor**

Total Leave allowed: \_\_\_\_\_

Total Leave Availed: \_\_\_\_\_

(For M. F. Staff Only)

Number of Clients: \_\_\_\_\_

(January to December)

Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec

Rate of Recovery:

O.L.P: \_\_\_\_\_

O.D: \_\_\_\_\_ if any.

Branch Manager's Comments regarding above information

Area Manager's Comments

HR Department Comments:

**Training need Assessment**

<u>NEED ASSESMENT</u>	<u>REASON</u>
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**Development Planning by Supervisor**

**Benefit Review:**

Current Salary: \_\_\_\_\_

Recommendation %: \_\_\_\_\_

With effect from: \_\_\_\_\_

**Employee Response: (Complete by Employee)**

**Employee Certificate:**

I certified that I have reviewed this form, my signature on this page implies neither any kind of disagreement on this review

\_\_\_\_\_  
Signature .

**Final Committee Decision:**

\_\_\_\_\_

HoD H.R

\_\_\_\_\_

Program Manager

\_\_\_\_\_

Chief Executive



HR-24B

## PERFORMANCE APPRAISAL FORM FOR MANAGEMENT

		Location/based at:
Name:	Position:	Program:
Head Office:		
Year or period covered:	Time in present position:	Length of service:
Appraisal Year	Appraisal venue:	Appraiser:

### Part- A Self Appraisal Section (Filled By HO/RO Staff Members)

**A1-** State your understanding of your main duties and responsibilities.

**A2-** Discussion points:

1. Has the past year been good/bad/satisfactory or otherwise for you, and why?

2. What do you consider to be your most important achievements of the past year?

3. What do you like and dislike about working for this organization?

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

6. What do you consider to be your most important aims and tasks in the next year?

7. What action could be taken to improve your performance in your current position by you, and your supervisor?

8. What kind of work or job would you like to be doing in one/two/five years time?

9. What sort of training/experiences would benefit you in the next year? Not just job-skills - also your natural strengths and personal passions you'd like to develop - you and your work can benefit from these.

**A3-** List the objectives you set out to achieve in the past 12 months (or the period covered by this appraisal) with the measures or standards agreed - against each comment on achievement or otherwise, with reasons where appropriate. Score the performance against each objective (1-3 = poor, 4-6 = satisfactory, 7-9 = good, 10 = excellent):

<b>Objective</b>	<b>Measure/standard</b>	<b>Score</b>	<b>Comment</b>
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**A5-** In light of your current capabilities, your performance against past objectives, and your future personal growth and/or job aspirations, what activities and tasks would you like to focus on during the next year? Again, also think of development and experiences outside of job skills - related to personal aims, fulfillment, passions.

**Part- B** To be filled by supervisor – and fairly evaluate the employee what he consider his/ her job and responsibilities and what are the actual requirement for the reaching the targets and development of individual and organization.

**B1-** Describe the purpose of the appraisee's job. **Discuss and compare with self-appraisal entry in A1. Clarify job purpose and priorities where necessary.**

**B2-** Review the completed discussion points in A2, and note the points of and action.

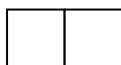
**B3- List** the objectives that the appraisee set out to achieve in the past 12 months (or the period covered by this appraisal - typically these objectives will have been carried forward from the previous appraisal record) with the measures or standards agreed - against each comment on achievement or otherwise, with reasons where appropriate. Score the performance against each objective (1-3 = poor, 4-6 = satisfactory, 7-9 = good, 10 = excellent). **Compare with the self-appraisal in A3. Discuss and note points of significance, particularly training and development needs and wishes, which should be noted in B6.**

Objective	measure/standard	self-score/app'r score	comment
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**B4-** Score the appraisee's capability or knowledge in the following areas in terms of their current (and if applicable, next) role requirements (1-3 = poor, 4-6 = satisfactory, 7-9 = good, 10 = excellent). If appropriate provide evidence to support your assessment. The second section can be used for other criteria or if the appraisee is working towards new role requirements. **Compare scores with the self-appraisal in B4. Discuss and note agreed points training/development needs and wishes (to B6).**

1. Clarity of the roles			Others (for current or new role):			
2. product/technical knowledge				18. Development sector responsibility and ethics		
3. time management						
4. planning, budgeting and forecasting						
5. reporting and administration						
6. communication skills						
7. delegation skills						
8. IT/equipment/machinery skills						
9. meeting deadlines/commitments						
10. creativity						
11. problem-solving and decision-making						
12. team-working and developing others						
13. energy, determination and work-rate						
14. steadiness under pressure						
15. leadership and integrity						
16. adaptability, flexibility, and mobility						
17. personal appearance and image						



**B5- Discuss** and agree the appraisee's career direction options and wishes, and readiness for promotion, **and compare with and discuss the self-appraisal entry in A5.** (Some people do not wish for promotion, but everyone is capable of, and generally benefits from, personal development - development and growth should be available to all, not just people seeking promotion). **Note the agreed development aim(s):**

**B6-** Discuss and agree the skills, capabilities and experience required for competence in current role, and if appropriate, for readiness to progress to the next role or roles. **Refer to actions arising from B3 and the skill-set in B4, in order to accurately identify all development areas, whether for competence at current level or readiness to progress to next job level/type.) Note the agreed development areas:**

**B7- Discuss** and agree the specific objectives that will enable the **appraisee to reach competence and to meet required performance in current job**, if appropriate taking account of the coming year's plans, Task, targets etc., and that will enable the appraisee **to move towards, or achieve readiness for, the next job level/type, or if no particular next role is identified or sought, to achieve the desired personal growth or experience**. These objectives must adhere to the SMARTER rules - specific, measurable, agreed, realistic, time-bound, ethical, recorded.

**B8- Discuss** and agree (as far as is possible, given budgetary, availability and authorization considerations) the training and development support to be given to help the appraisee meet the agreed objectives above.

**Comments By Human Resource Department**

Grade/recommendation/increments/summary as applicable by Executive Director:

Employee Comments