



# UNIVERSITY OF DAR ES SALAAM COMPUTING CENTRE

Box 35062,  
Salaam,  
Tanzania.  
Email: [ucc@udsm.ac.tz](mailto:ucc@udsm.ac.tz)

Tel: 255 (22) 2410645  
255 (22) 2410500-8 Ext. 2720  
Mobile: 0754-782120/0784-555645  
Fax: 255 (22) 2410690



## STAFF APPRAISAL AND AGREEMENT FORM

FILE NUMBER.....

EMPLOYEE NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

DEPARTMENT/BRANCH: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

APPRAISAL PERIOD: \_\_\_\_\_

### 1.0 JOB DESCRIPTION AND WORK ASSIGNMENT

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### 2.0 DESCRIPTION OF ACTUAL WORK PERFORMED

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### 3.0 ACHIEVEMENTS DURING PERIOD UNDER REVIEW

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### 4.0 Key Activities (This part carries 75%)

Specific Activities (SA's)*	Measurements (KPI's)*	Target Date	Self rating	Supervisor rating	Agreed points

## 5.0 PERFORMANCE RATING

**This part carries 25%**

Score the appraisee's capability or knowledge in the following areas in terms of their current (and if applicable, next) role requirements (0=F=Poor, 1 = E=Weak, 2=D= Fair, 3=C= Good, 4=B= Very Good, 5=A= excellent.) If appropriate provide evidence to support your assessment. **Compare scores with the self-appraisal. Discuss and note agreed points training/development needs**

Description	Self rating	Supervisor rating	Agreed points
<b>1. Work Quantity &amp; Quality</b>			
<i>Knowledge of work</i>			
<i>Knowledge of the industry</i>			
<i>Level of Output (Quantity)</i>			
<i>Quality of Work (accuracy/Standard)</i>			
<i>Planning and organizing Skills</i>			
<b>2. Resource management &amp; utilization</b>			
<i>Planning and scheduling</i>			
<i>Administration and cost control</i>			
<i>Ability to Operate within set-limits</i>			
<i>Ability to Minimize Wastage</i>			
<i>Time Management</i>			
<b>3. Work Reliability and dependability</b>			
<i>Level of interest/ Commitment to job</i>			
<i>Level of Accuracy/Reliability of his/her Reports</i>			
<i>Ability to consult effectively</i>			
<i>Ability to work Independently</i>			
<i>Decision Making Ability</i>			
<b>4. Initiative/Creativity</b>			

<i>Level of Creativity/Initiative</i>			
<i>Ability to foresee challenges &amp; suggest solution</i>			
<i>Ability to grasp new Ideas/Instructions</i>			
<i>Commitment to self-development</i>			
<i>Ability to cope with the new technology</i>			
<b>5. Diversity and Pluralism</b>			
<i>Degree to Flexibility</i>			
<i>Coaching Ability</i>			
<i>Relationship with superiors/Coworkers</i>			
<i>Team working</i>			
<i>Resolve Conflicts/Dispute</i>			
<b>TOTAL SCORE</b>			
<b>AVERAGE SCORE</b>			

## 6.0 Overall Performance

Indicate the Total of item 4.0 & 5.0:

Total -

Grade –

**Key:**

A = 81-100 – Excellent Performance

B = 61-80 – Very good performance

C = 41-60 – Good performance

D = 21-40 – Average performance

**Immediate supervisor to assess and recommend on the:**

6.1 Areas of strength

6.2 Areas of improvement:

### **6.3 Training and Development (Needs)**

*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 appraised staff to improve on the agreed areas of improvement above.*

#### **Employee Declaration:**

*: Signed and dated by appraisee: \_\_\_\_\_ and by appraiser: \_\_\_\_\_*

#### **Recommendation by the Departmental Manager**

*Promotion/Confirmation/Grade/recommendation/summary as applicable*

**Signed by Departmental Manager:** \_\_\_\_\_ **date** \_\_\_\_\_

**Verified by the HR & Administration Manager** \_\_\_\_\_

**Approved by Managing Director** \_\_\_\_\_ **date** \_\_\_\_\_