



PF:

CHECK NO:

BUGANDO MEDICAL CENTRE

Consultant and Teaching Hospital

FOMU YA WAZI YA MAPITIO YA UTENDAJI KAZI KATIKA KIPINDI CHA MWAKA

/BMC STAFF PERFORMANCE APPRAISAL FORM FOR THE PERIOD OF
KUTOKA/FROM TO/MPAKA

Utangulizi/Preamble

Mpango wa wazi wa upimaji utendaji kazi ni mpango shirikishi kati ya menejiment na watumishi kuweza kupima utendaji kazi wa kila mtumishi na kutanabaisha upungufu au changamoto zinazomkabili mtumishi katika utendaji wake na hivyo kupanga mipango ya kuziondoa changamoto hizo na kufikia malengo ya kila mtumishi ili hatimaye mpango kazi wa hospitali kufikiwa

Staff performance Appraisal is part of the Performance Management System of Bugando Medical Centre. It is used as a management tool for establishing the extent to which set targets within overall goals of Bugando Medical Centre are achieved. Through staff performance appraisal, performance gaps and development needs of an individual employee are identified. The appraisal process offers an opportunity to the appraisee and appraiser to dialogue and obtain feedback on performance. This form must be filled by all employees at the beginning, mid and at the end of financial year. Personal/Agreed objectives are derived from organization's work plan, Annual operating plan or action plan. Section 2,3,4 of this form shall be filled by the Appraisee in consultation with the supervisor

SEHEMU YA /SECTION I: MAELEZO BINAFSI/ PERSONAL INFORMATION

1. Jina Kamili la Mtathiminiwa/ Names of the Appraisee:
2. Cheo/ JobTitle:
3. Kurugenzi/Directorate:
4. Idara/ Department:
5. Kitengo/Section
6. Tarehe ya kuajiriwa/ Date of Employment:
7. Tarehe ya Kuthibitishwa kazini/ Date of Confirmation:
8. Tarehe ya Cheo cha sasa/ Date of present Designation:

Masharti ya ajira/ Terms of service

- a. Ajira ya kudumu/Permanent
 - b. Kawaida/OperationalService
 - c. Mkataba/Contract
 - d. Matazamio/Probation
9. Jina la Mtathimini/ Name of appraiser:
 10. Cheo/ Designation:
 11. Jina la Shahidi/ Name of the witness:
 12. Cheo/ Designation:

SEHEMU/SECTION 2. MAKUBALIANO YA UTENDAJI KAZI/ PERFORMANCE AGREEMENT

Ijazwe na mtumishi anayepimwa kwa makubaliano na msimamizi wa kazi/To be filled by the Appraisee in consultation with the supervisor

2.1 Na	2.2 Malengo yaliyokubalika/ <i>Agreed objectives</i>	2.3 Shabaha ya utendaji kazi/ <i>Agreed performance target</i>	2.4 Shabaha ya utendaji iliyokubalika/ <i>Agreed performance criteria</i>	2.5 Mahitaji ya rasilimali zilizokubaliwa/ <i>Agreed resources</i>

2.6 Mtumishi anayepimwa
Employee

2.7 Msimamizi wa kazi
Supervisor

.....
.....
Jina/ Name (in capital letter) **Saini/**Signature **Tarehe/** Date

.....
.....
Jina/Name (in capital letter) **Saini/**Signature **Tarehe/**

SEHEMU/SECTION 3: MAPITIO YA NUSU MWAKA/A HALF AYEAR PERFORMANCE REVIEW &APPRAISAL (December.....)

Ijazwe na mtumishi anayepimwa kwa makubaliano na msimamizi wa kazi/To be filled by the Employee and the supervisor

3.1 Na/ No.	3.2 Malengo yaliyokubalika/ Agreed Objectives (as section 2)	3.3 Maendeleo ya utekelezaji wayaliyofikiwa/ Activities achieved/Done	3.4 Sababu yenye kuathiri utekelezaji kama zipo/ Factors which affected Performance if there

2.6 Mtumishi anayepimwa
Employee

.....
Jina/ Name (in capital letter) **Saini/**Signature **Tarehe/** Date

2.7 Msimamizi wa kazi
Supervisor

.....
Jina/Name (in capital letter) **Saini/**Signature **Tarehe/** Date

SEHEMU/SECTION 4: MAREKEBISHO YA MALENGO(kama yapo)

REVISED OBJECTIVES (if any)

To be filled by Employee and the supervisor/ijazwe na mtumishi anayepimwa kwa makubaliano na msimamizi wa kazi

4.1 Namba/ Number	4.2 Marekebisho ya malengo yalivyofikiwa/ Corrections of Agreed objectives	4.3 Malengo yalivyokubaliwa/Agreed performance	4.4 Vigezo vya utendaji kazi vilivyokubalika/Agreed performance criteria	4.5 Mahitaji yaRasilimali zilizokubalika/ Agreed resources

4.6 Mtumishi/Employee**4.7 Msimamizi/ Supervisor**-----
Jina/Name (capital letter)
Tarehe/ Date-----
Saini/Signature-----
Tarehe/ Date-----
Jina/Name (capital letter)-----
Saini/Signature

SECTION/SEHEMU 5: UPIMAJI WA UTENDAJI KAZI WA MWAKA /ANNUAL PERFORMANCE REVIEW & APPRAISAL

(Juni/June)

To be filled by the Employee and the Supervisor/ Ijazwe na mtumishi anayepimwa kwa makubaliano na Msimamizi wa Kazi

5.1 Na./SN	5.2 Malengo Yaliyokubalika/ Agreed Activity (ies)	5.3 Maendeleo ya Utekelezaji wa Malengo Yaliyofikiwa /Progress made	5.4 Alama Iliyotolewa / Rated Mark		
			Mtumishi /Employee	Msimamizi /Super visor	Alama Zilizofikiwa Agreed Mark
Jumuisho la Kiwango cha Alama za Utendaji /Overall Performance Mark: Jumuisho hili lionyeshe mafanikio ya malengo ya utekelezaji yaliyokubalika sehemu 5/ This should reflect the overall performance and achievement of agreed activities in Section 5.					

Alama:

5-vizuri mno, 4-vizuri sana, 3-vizuri kiasi, 2-kiasi, 1-dhaifu

Rating:

1. 5-Excellent, 4-Very Good.3-Good, 2- Fair, 1-Poor

SEHEMU YA 6 / SECTION 6: SIFA ZA UTENDAJI BORA/ ATTRIBUTES OF GOOD PERFORMANCE
Ijazwe na Msimamizi wa Kazi/To be filled by the Employee and the Supervisor

S/N	Vigezo muhimu/Important criteria	Ubora wa sifa/Quality attribute	Alama iliyotolewa/Rated Marks		
			Msimamizi/ Supervisor	Mtumishi/ Employee	Alama zilizoaifiwa/ Agreed Marks
1	MAHUSIANO KAZINI/ WORKING RELATRIONSHIP	Uwezo wa kufanya kazi na wenzi /Ability to work in team			
		Uwezo wakushirikiana na wenzi/ Ability to get on with other staff			
		Uwezo wa kustahiliwa na wenzi/ Ability to gain respect from others			
2	MAWASILIANO NA USIKIVU/ COMMUNICATION AND LISTENING	Uwezo wakujieleza kimaandishi/ Ability to express in writing			
		Uwezo wa kujieleza kwa kunena/ Ability to express orally			
		Uwezo wa usikivu na ufahamu/Ability to listen and comprehend			
		Uwezo wakufunzana na kuendeleza/ Ability to train and develop subordinates			
3	UONGOZI NA USIMAMIZI/ MANAGEMENT AND LEADERSHIP	Uwezo wa kupanga na kusimamia/ Ability to plan and organize			
		Uwezo wa kuongoza,kuhamasisha na kutataua migongano/ Ability to lead, motivate and resolve conflicts			
		Uwezo ubunifu na uanzishaji/Ability to initiate and innovate			
4	UBORA WA UTENDAJI / PERFOMANCE IN TERMS OF QUALITY	Uwezo wakutoa matokeo sahihi ka wakati/ Ability to deliver accurate and high quality output timely			
		Uwezo wa kuhimili utekelezaji na kuendelea kwa muda mrefu/Ability for resilience and persistence			
5	UTENDAJI UNAOZINGATIA WINGI WA MATOKEO/ PERFORMANCE IN TERMS OF QUANTITY	Uwezo wa kufikia malengo/ Ability to meet demand			
		Uwezo wa kumudu majukumu ya ziada/ Ability to handle extra work			
6	UWAJIBIKAJI NA UTOAJI WA MAAUZI/ RESPONSIBILITY AND JUDGEMENT	Uwezo wa uwajibikaji katika kutekeleza majukumu/ Ability to accept and fulfill responsibility			
		Uwezo wa kufanya maamuzi sahihi kwa wakati muafaka/ Ability to make right decision			
7	KUTHAMINI WATEJA/ CUSTOMER FOCUS	Uwezo wakuhudumia wateja/ Ability to respond well to the customer			
8	UAMINIFU/LOYALTY	Uwezo wakuonyesha stadi za uongozi/ Ability to demonstrate follower ship skills			
		Uwezo wa kumsaidia kiongozi kutekelezamajukumu/ Ability to provide ongoing support to supervisor			
		Uwezo wa kupokea na kutekeleza majukumu/ Ability to comply with lawful instructions of supervisor			
9	UADILIFU/INTERGRITY	Uwezo wa kutekelezamajukumu kikamilifu kwa muda uliopangwa/ Ability to devote working time exclusively to work hard			
		Uwezo wakutoa huduma bora bila vishawishi/ Ability to provide quality services without need for any inducements			
		Uwezo wakutumia taaluma kwa manufaa ya umma/ Ability to apply knowledge abilities to benefit Government and not for personal gains			
Jumuisho la kiwango cha Alama za utendaji kazi/Overall performance section 3					

Alama: 1-vizuri mno, 2-vizuri sana, 3-vizuri kiasi, 4-kiasi, 5-dhaifu

Rating:1-Excellent, 2-Very Good.3-Good, 4- Fair, 5-Poor

SEHEMU/SECTION 7.UTENDAJI WASTANI WA JUMLA / OVERALL PERFORMANCE (AVERAGE OF SECTIONS 5& 6)

MAONI YA MTUMISHI ANAYEPIMWA/COMMENTS BY EMPLOYEE:

.....
Saini ya Mtumishi/Employee signature

MAONI YA MSIMAMIZI/COMMENTS BY SUPERVISOR:

.....
Jina la Msimamizi/ Name of the Supervisor

.....
Saini/Signature

.....
Tarehe/ Date

MAONI YA MKURUGENZI HUSIKA/COMMENTS BY THE RESPECTIVE DIRECTOR

Kuhusu utendaji wa jumla wa mwaka/On annual total performance Review

Maoni mengine/Other comments

.....
Jina la Mkurugenzi Husika/
Name of the Respective Director

.....
Saini/Signature

.....
Tarehe/Date

SEHEMU/SECTION 8: TUZO/HATUA ZA KUBORESHA UTENDAJI/HATUA ZA KINIDHAMU/AWARD/STEPS TOWARD PERFORMANCE IMPROVEMENT/DISCIPLINARY MEASURES

MAAMUZI YA KAMATI TENDAJI YA HOSPITALI/DECISIONS BY THE HOSPITAL EXECUTIVE COMMITTEE

Kuhusu utendaji wa jumla wa mwaka/On annual total performance review

.....
Jina la Mwenyekiti wa Kamati/

Name of the committee chair person

.....
Saini/Signature

.....
Tarehe/Date

NB:

Kamati ya utendaji itatoa aina ya tuzo au hatua za kuboresha utendaji wa mtumishi ama hatua za kinidhamu kulingana na kiwango cha utendaji kazi alionnyesha mwaka mzima/Performance committee will decide on the type of reward or steps toward performance improvement of the employee or disciplinary measures(sanctions) according to the annual performance grade scored.

Mapendekezo ya tuzo/Proposed rewards:

- a) **Aongezwe mkataba/Contract Renewal**
- b) **Apandishwe cheo/Recommended for promotion**
- c) **Apewe nyongeza ya mshaharaya mwaka /Recommended for annual Salary increment**
- d) **Apewe nafasi ya kujiendeleza/Recommended for training opportunity**
- e) **Apewe zawadi nyingine (zitajwe)/Recommended for other motivation rewards (Specify**

Mapendekezo ya hatua ya nidhamu/Proposed disciplinary measures(sanctions):

- a) **Asiongezwe mkataba/No contract renewal**
- b) **Asimamishwe nyongeza ya mshahara/Stoppage of annual salary increment**
- c) **Aongezwe kipindi cha majaribio/ Extension of Probation period**
- d) **Apewe onyo la maansdishi/Written warning plus (c) or (d)**
- e) **Apewe onyo la maandishi tu/Written warning only**
- f) **Aachishwe kazi/Employment termination**
- g) **Hatua nyingine (Zitaje)/Others (specify**