



DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY
Department of the Human Resource

ACADEMIC STAFF EVALUATION FORM (DeKUT/ASEF/01)

PERIOD UNDER REVIEW: From: _____ To: _____

SECTION I – BIODATA/PERSONAL PARTICULARS (To be completed by the Appraisee)

Staff Details

Name _____ PF _____
Please write your name starting with the Surname, followed by other names *Please write your PF*

Designation _____ Department/Section _____
Please indicate your designation *Please write your Department /Section*

Nature of Employment ☐ Permanent ☐ Contract
Please Tick where appropriate above

Job Description

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Qualifications/Technical Skills (Specify)

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List your main strengths:

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.....

List below your outstanding contributions to the Department/Division/University:

Are there any areas of your work which you have difficulties and would like to have further training or support? ☐ Yes ☐ No

If yes, please explain

SECTION II (WEIGHT – 5%): SELF ASSESSMENT *(To be completed by the Appraisee)*

Attribute	0 Poor	1 Fair	2 Good	3 V. Good	4 Excellent	Appraisee Score
1) Communication						
2) Personal development/skills enhancements						
3) Productivity						
4) Professionalism						
5) Initiative and self drive						
6) Creativity						
7) Integrity and Honest						
8) Decision-making						
9) Dependability & Resourcefulness						
10) Punctuality & Attendance						
11) Delivery & Promptness						
12) Leadership skills						
Total Score						

SECTION III (WEIGHT – 10%): VALUES AND STAFF COMPETENCY APPRAISAL

(To be completed by Head of Department / Section through Department Evaluation Committee)

Attribute	0 Poor	1 Fair	2 Good	3 V. Good	4 Excellent	Appraiser Score
1) Communication						
2) Professionalism						
3) Initiative and self drive						
4) Creativity						
5) Integrity and Honest						
6) Decision-making						
7) Dependability & Resourcefulness						
8) Punctuality & Attendance						
9) Delivery & Promptness						
10) Leadership skills						
Total Score						

Please score the employee's overall performance for the evaluation period on a scale of 0-4

☐ Poor (0) ☐ Fair (1) ☐ Good (2) ☐ Very Good (3) ☐ Excellent (4)

List below the employee's main Strengths:

List below areas of the employee's work in which they have difficulties and may need further training or support:

SECTION IV (WEIGHT – 15%): PEER EVALUATION*(To be completed by peers, i.e. persons in the same rank as the Appraiser)*

Attribute	0 Poor	1 Fair	2 Good	3 V. Good	4 Excellent	Appraiser Score
1. Cooperative						
2. Communication skills						
3. Interpersonal skills						
4. Open to new ideas						
5. Punctuality						
6. Team player						
7. Conflict resolution skills						
8. Flexibility to changes in the working environment						
9. Integrity						
10. Professionalism						
11. Creativity and innovativeness						
12. Engagement with wider professional/academic community						
13. Leadership skill						
Total Score						

Please score the employee's overall performance for the evaluation period on a scale of 0-4

☐ Poor (0) ☐ Fair (1) ☐ Good (2) ☐ Very Good (3) ☐ Excellent (4)

Any other comment(s):

SECTION V (WEIGHT – 15%): CUSTOMER EVALUATION FOR ACADEMIC STAFF*(Scores obtained from Student-Lecturer evaluation)*

SECTION VI: STAFF TRAINING AND DEVELOPMENT PLAN *(To be completed at the Department / Section)*

Appraisee's Training and and/development needs (to be completed by the Appraisee as agreed with the Head of Department/Section at the beginning of the appraisal period)	Duration of the training (including on the job training)	Comments on Staff Training and Development undertaken over the period (to be completed at the end of the reporting period)	
		Comments by the Appraisee	Comments by Head of Department/Section

Signed by:

(1) Appraisee:

	Names	Signature	Date
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(2) Head of Department/Section:

	Names	Signature	Date
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PERFORMANCE SUMMARY *(To be completed by the Human Resource Department)*

EVALUATION MEASURE		SOURCE OF SCORE	SCORE	
			Awarded	Max
1. Self Assessment		SECTION II		5
2. Evaluation on Values and Staff Competency		SECTION III		10
3. Peer Evaluation		SECTION IV		15
4. Student/Lecturer Evaluation		SECTION V		10
5. Score for Performance Contract				60
OVERALL SCORE				100
OVERALL GRADE				
GRADE ALLOCATION GUIDE				
OVERALL SCORE RANGE (%)		GRADE		
85 – 100		Excellent		
70 – 84		Very Good		
50 – 69		Good		
40 – 49		Fair		
0 - 39		Poor		

RECOMMENDATIONS ON APPRAISAL

Compiling Officer:

(Names)

(Signature)

(Date)