|  |  |
| --- | --- |
| SECTION 1: EMPLOYEE & JOB INFORMATION | |
| Employee’s Name:  Name\_SelfAppraisal | Job Title:  JobTitle\_SelfAppraisal |
| Department:  Department\_SelfAppraisal | Division/Section:  Divisonsection\_SelfAppraisal |
| Code  Grade\_SelfAppraisal | Years of service:  Years\_of\_service |
| Period Under Review:  PeriodUnderReview\_SelfAppraisal | Last Review Date:  LastReviewDate\_SelfAppraisal |
| Supervisor’s Name:  SupervisorsName\_SelfAppraisal | Job Title:  JobTitle\_SelfAppraisal |

**SECTION 2:** KEY RESULT AREAS AND OBJECTIVES ACHIEVED (TECHNICAL) – THIS PART ACCOUNT FOR 70%

**(Evaluate using the scale of 1-5, where 1 is the least and 5 the highest**

| **KRA** | **Strategic Objective** | **Activities** | **Means of verification** | **Self-Rating** | **Supervisor’s Rating** | **Agreed final Score** | **Variance** | **Reasons for variance** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | StrategicObjective\_StrategicObjective | Activities\_StrategicObjective | MeansofVerification\_StrategicObjective | **SelfRating\_StrategicObjective** | SupervisorRating\_StrategicObjective | AgreedfinalScore\_StrategicObjective | variance\_StrategicObjective | Reasonsforvariance\_StrategicObjective |
|  | **SCORE IN %=(Total overall rating/No. of (KRA’s x5)x70** | |  |  |  | 6/30\*70 **=14** |  |  |

**SECTION 3: COMPETENCY EVALUATION (Counts for 30 percent of overall evaluation)**

**Evaluate using the scale of 1-5, where 1 is the least and 5 the highest**

***Part I: This part applies to officers in PCF Grade 5-10 and below:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **SCORE** | | |
| **Tasks Measurements** | **Score** | **Self** | **Supervisor** | **Agreed Overall Score** |
| **1. OPERATIONAL EFFICIENCY** | **Max 5** | **Max 5** | **Max 5** | **Max 5** |
| Description\_Operation | 5 | SelfScore\_Operation | SupervisorScore\_Operation | AgreedScore\_Operation |
| ***Sub-Total (max. 10 points)*** | **25** | **SelfOperationEfficiency\_SelfAppraisal** | **SupervisorOperationEffic\_SelfAppraisal** | **AgreedOperationEffic\_SelfAppraisal** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2. COMMUNICATION SKILLS** | **Max 5** | **Max 5** | | **Max 5** |
| Description\_communication | 5 | SelfScore\_communication | SupervisorScore\_communication | AgreedScore\_communication |
| ***Sub-Total (max. 10 points)*** | **25** | **SelfCommunicationSkills\_SelfAppraisal** | **SupervisorCommunicationSkill\_SelfAppraisal** | **AgreedCommunicationSkill\_SelfAppraisal** |
| **3. PERSONAL ATTRIBUTES** | **Max 5** | **Max 5** | **Max 5** | **Max 5** |
| Description\_Attribute | 5 | SelfScore\_Attribute | SupervisorScore\_Attribute | AgreedScore\_Attribute |
| ***Sub-Total (max. 10 points)*** | **25** | **SelfPersonalAttributes\_SelfAppraisal** | **SupervisorPersonalAttributes\_SelfAppraisal** | **AgreedPersonalAttributes\_SelfAppraisal** |
| **Section Total Score** | **x/75\*30** |  |  |  |
| **Provide detailed explanation of the overall rating of competency (***bring out issues that affected the staff in relation to key attributes state above*):  **Comment\_Doperation** | | | | |

**SECTION 3: TRAINING & DEVELOPMENT – for implementation in the next period**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Training need identification sources-where applicable** | **Name of Training** | **Trainer** | **Implementation Date** | **Venue** | **Cost** | **Supervisor Comments** |
| TrainingIdentification\_TrainingLines | NameofTraining\_TrainingLines | Trainer\_TrainingLines | ImplematationDate\_TrainingLines | Venue\_TrainingLines | Cost\_TrainingLines | SupervisorComment\_TrainingLines |

**SECTION 4: SCORE BOARD AND RECOMMENDATIONS**

1. **Summary of performance scores**

|  |  |
| --- | --- |
| **Instructions:** *This section will be filled by the appraiser in consultation with the appraisee as appropriate* | |
|  | **Agreed Overall Score** |
| **Scores in Performance Objectives (Section 2) (Out Of 70%)** |  |
| **Scores in Competencies Evaluation (SECTION 3 Part I or II) (Out Of 30%)** |  |
| **TOTAL SCORE** |  |

1. **Recommendation for Annual Reward-Management**

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **Range** | | **Recommendation for reward as per the reward policy at PCF** |
| Excellent | | 101% and above |  |
| Very Good | | 100% |  |
| Good | | 80%-99% |  |
| Average | | 60%-79% |  |
| Poor | | 59% and below |  |

1. **General Comments & Sign Off**

|  |  |
| --- | --- |
| 1. **Appraisee’s comments on the review process:**   **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Appraiser’s comments on the overall performance of the employee and recommendations: **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. **Second Supervisor Review/ Comments**   **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date:** | 1. **Managing Trustee, Comments and recommendations**   **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date:** |