



KIBABII UNIVERSITY

STAFF PROBATION APPRAISAL FORM

2020



Kibabii University ISO 9001:2015 Certified
Knowledge for Development

PROBATIONARY PERFORMANCE APPRAISAL TOOL

This tool is designed to rate the overall performance of the employee during their probationary period of employment. It provides information regarding their aptitude in the position, abilities, and matching for career advancement. This reviews, lists the criteria and competencies against which an employee will be ranked. The Employee Performance Evaluation is an opportunity for the supervisor to review the employee performance prior to the end of the probationary period of six (6) months and to make a recommendation for continued employment or extend a probationary period.

An employee whose performance is below expectation, that is, performance below 69%, should be recommended for extension of the probation period for a further period of not more than six (6) months. Staff on probation will be evaluated using KIBU Probationary Performance Appraisal Form.

DEFINITION OF TERMS:

Appraisee: Employee being assessed.

Appraiser: Employee's immediate supervisor.

Countersigning Officer: Appraiser's immediate supervisor.

The following will apply to all employees

1. The Staff Performance Appraisals (SPAS) will be used on all employees to manage their performance.
2. The SPAS report will be completed by staff on probation employed by Kibabii University.
3. The Appraisee and the supervisor will set Specific, Measurable, Achievable, Realistic, and Time bound (SMART) targets aligned to the Departmental/Directorate/ Division/ Section/Unit objectives.
4. The appraisee will be provided with the resources required to achieve the targets stipulated in the appraisal form.
5. The SPAS form shall be filled by the Appraisee and Supervisor.
6. The Appraisee and the Supervisor should read the SPAS guidelines prior to embarking on the actual appraisal.
7. Performance Evaluation for staff on probation will be done at the **third (3rd)** and **fifth (5th) month** of appointment.
8. Performance review at the **3rd month** is to accord both the supervisor and appraisee an opportunity to jointly review the progress made by the appraisee in accomplishing the assignments agreed upon.
9. The completed SPAS report shall be submitted to the Registrar (Administration and Human Resource) at the end of the **5th Month** to allow for adequate time for tabling of performance in relevant committees before confirmation
10. The following rating shall be used to indicate the level of performance of the staff.

| Achievement of Performance Targets | Rating Scale |
|------------------------------------|--------------|
| Achievement of 100 Marks | Excellent |
| Achievement between 85-99 Marks | Very Good |
| Achievement between 70-84 Marks | Good |
| Achievement between 55-69 Marks | Fair |
| Achievement between 0-54 Marks | Poor |

11. Performance rating scores will be based on verifiable evidence.
12. Where the Appraisee is not satisfied with the SPAS evaluation, he/she may appeal to the Deputy Vice Chancellor (Administration, Finance and Development)

SECTIONS OF PROBATIONARY APPRAISAL FORM

PART 1 PERSONAL DATA

This part shall be fully completed by the appraisee to provide personal details and employment record.

PART 2 PERFORMANCE EVALUATION

In this part, the appraisee and appraiser shall jointly discuss the appraisee's performance in terms of departmental/divisional objectives, signed performance targets, agreed work targets, output and expected results. It will also assess the skills and competencies exhibited.

Parts 2A: Evaluation of appraisee's performance accounting for 80 Marks of the overall rating.

Part 2B: Evaluation of appraisee's Core attributes using balanced score card in line with the University's Core values accounting for 20 marks of the overall rating.

PART 3: OVERALL RATING

- i. The scores in Part 2A and Part 2B will be summarized in this section.
- ii. The agreed total marks between the appraisee and appraiser shall constitute the actual score of the appraisee.
- iii. In case of any issues/differences arising out of the overall rating, they should be directed to the Deputy Vice Chancellor/AFD who shall constitute an Appeals Committee **within fourteen (14) days.**

PART 4: COMMENTS BY THE SUPERVISOR

The appraisee's supervisor will make general comments on employee's performance.

PART 5: COMMENTS BY THE COUNTERSIGNING OFFICER

The countersigning officer will be required to validate the performance appraisal.

PART 1: PERSONAL DATA

| | | |
|--|-----------------------------|------------------------------|
| Staff Member's Name: | | Personal File Number: |
| Job Title: | | |
| Department: | | |
| Supervisor's Name: | | |
| Reporting date: | Period of Probation: | |
| Performance Review Instructions | | |
| <ol style="list-style-type: none">1. The supervisor will provide and discuss performance expectations with the staff member within the first fifteen (15) days of reporting.2. This performance appraisal should occur prior to the completion of the probationary period.3. Both the staff member and supervisor should sign the form.4. The original form should be filed in the staff member's department file and a copy given to the staff member. | | |

PART 2 – PERFORMANCE EVALUATION

The supervisor will provide and discuss performance expectations with the staff member within the first fifteen (15) days of reporting.

AGREED TARGETS

1. _____
2. _____
3. _____
4. _____
5. _____

PERFORMANCE AGAINST AGREED TARGETS

Using a rating scale where 5 = Excellent, 4= Very Good, 3= Good, 2= Fair, 1= Poor, Assess your level of performance against **FIVE** key assignments/targets agreed upon within the first fifteen (15) days of reporting.

| Grade | Description | Rating Scale (5-1) |
|-----------|---|--------------------|
| Excellent | Fully met and often exceeded expectations | 5 |
| Very Good | Fully met expectations | 4 |
| Good | Met most expectations | 3 |
| Fair | Met some expectations | 2 |
| Poor | Did not meet expectations | 1 |

PART 2A: EVALUATION OF APPRAISEE'S PERFORMANCE (80 Marks)

Convert the Marks to 80 Marks for example, if a staff scores 20 Marks, then $20/25 * 80 = 64$ Marks)

| S/ No | Agreed Target | Targets achieved in the 3 rd Month | Apprai see Rating Scale (5-1) | Key Performance Indicator (5 th Month) | Apprai ser Rating Scale (5-1) | Key Performance Indicator (5 th Month) |
|----------|-----------------------------|---|---|--|---|---|
| | | | 5 th Month | | 5 th Month | |
| 1. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| | TOTAL (25 Marks) | | | | | |

PART 2 B: CORE ATTRIBUTES – 20 Marks

Rate the appraisee's performance on each of the following areas using the rating scale indicated.

Using a rating scale where 5 = Excellent, 4= Very Good, 3= Good, 2= Fair, 1= Poor, Assess the level of performance against the core attributes in line with the University's Core values.

| Grade | Description | Rating Scale (5-1) |
|------------------|---|-----------------------|
| Excellent | Fully met and often exceeded expectations | 5 |
| Very Good | Fully met expectations | 4 |
| Good | Met most expectations | 3 |
| Fair | Met some expectations | 2 |
| Poor | Did not meet expectations | 1 |

| Attribute | Achievement in the 3 rd Month | Appraisee rating Scale(5-1) | Justification (5 th month) | Appraiser rating Scale(5-1) | Justification (5 th Month) |
|---|---|-----------------------------------|--|-----------------------------------|--|
| | | 5 th Month | | 5 th Month | |
| EXCELLENCE: <ul style="list-style-type: none"> Considers the manner in which the employee exhibits excellence in provision of service to University Customers (students, other staff and the public). | | | | | |

| Attribute | Achievement in the 3 rd Month | Appraiser rating Scale(5-1) | Justification (5 th month) | Appraiser rating Scale(5-1) | Justification (5 th Month) |
|---|--|-----------------------------|---------------------------------------|-----------------------------|---------------------------------------|
| | | 5 th Month | | 5 th Month | |
| <ul style="list-style-type: none"> Employee exceeds customer expectations by providing timely feedback and follow up. | | | | | |
| INTEGRITY AND PROFESSIONALISM: <ul style="list-style-type: none"> Honesty, moral and ethical standards, including punctuality and commitment to the work. meets the standards needed for the job and has ability to work without close supervision Abides by University rules and regulations | | | | | |
| CREATIVITY AND INNOVATION: <ul style="list-style-type: none"> Considers the appraiser's ability to introduce new ideas and approaches in service delivery. Always exhibits creativity and flexibility in solving problems. | | | | | |
| TEAM WORK: <ul style="list-style-type: none"> Considers appraiser's manner of handling work relationships; ability to work in a team; sharing new information with colleagues. Resolves conflicts in a team. | | | | | |
| TOTAL (20 Marks) | | | | | |

PART 3: OVERALL RATING

| S/No. | Description | Marks |
|-------|--|-------|
| 1. | Appraisee marks (Out of 100 Marks) | |
| 2. | Appraiser marks (Out of 100 Marks) | |
| 3. | Agreed Marks (Between Appraiser and Appraisee) | |

PART 4: COMMENTS BY STAFF AND SUPERVISOR

| | |
|----------------------------------|---|
| Please Tick (√) | Decision (To be completed by the Supervisor) |
| | I recommend this staff member to be confirmed. |
| | I recommend extension of the probation period for a further period of six (6) months. |
| | I recommend this staff member be terminated for failing to cope and meet the expected targets within the extended probation period. |
| Supervisor's Signature: | Date: |
| Comments and Signature | |
| Staff Member's Comments: | |
| Staff Member's Signature: | Date: |
| Supervisor's Comments: | |
| Supervisors Name: | |
| Supervisor's Signature: | Date: |

PART 5: GENERAL COMMENTS ON PERFORMANCE BY COUNTERSIGNING OFFICER

COUNTERSIGNING OFFICER

Name: _____

Signature _____ Date _____