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STAFF PERFORMANCE APPRAISAL FORM



STAFF PERFORMANCE APPRAISAL FORM (SPAF)

Preamble

This Staff Performance Appraisal Form is an instrument for evaluating the performance of staff in relation to their contribution to the achievement of the goals and objectives of NARO. The overall objective of the Performance Management System (PMS) is to manage and improve the performance of NARO by enabling a higher level of staff participation and involvement in planning, delivery and evaluation of work performance. Staff Performance Appraisal in NARO offers an opportunity to a member of staff (Appraisee) to dialogue with the supervisor (Appraiser) and to obtain feedback on his/her performance. It is further intended help the Secretariat to ascertain skills and performance gaps and thereby design appropriate interventions to improve individual performance.

Appraisers and the Appraisees should read the detailed Guidelines before completing the Staff Performance Appraisal Form.

Period of Assessment

From 1ST JULY 2017 To: 30TH JUNE 2018

SECTION A-1: APPRAISEE PERSONAL INFORMATION

Title	Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs./Ms. <input type="checkbox"/> Others <input type="checkbox"/> (please specify).....
Name (Full names in block letters)	MR. MBALULE SIMON
Personal File Number	1682
Present Job Title/Position	SYSTEMS ADMINISTRATOR
Department/Institute	ICT/NaSARRI
Date of last Appointment	1 ST JULY 2016

SECTION: A-2: APPRAISER INFORMATION

Name of Appraiser	DR. MICHAEL A. UGEN
Position of Appraiser	DIRECTOR

SECTION B: PERFORMANCE PLANNING (AGREEMENT) AND REVIEW FORM

Part B (1) of this Section should be completed by the appraiser and appraisee at the beginning of the assessment period. **Part B (2)** of the Section should be completed in June every year by the Appraiser and Appraisee for confirmed staff and after six months for staff serving on probation. The assessment of individual performance in **Part B (2)** should be reflected as a Performance Level based on the Rating Scale below:

Rating Scale

- a) **Outstanding (5):** Results achieved **exceeded** target
- b) **Very Good (4):** Results **fully met** target
- c) **Good (3):** Results **almost** met the target
- d) **Fair (2):** Achieved some results
- e) **Poor (1):** Did not achieve any results

Part B(1): Performance Planning Key Outputs, Performance Indicators & Performance Targets (To be completed by the Staff and Supervisor at the beginning of the assessment period)			Part B(2): Performance Appraisal (To be completed by the Supervisor at the end of the appraisal period)					
Outputs	Performance Indicators	Agreed Performance Targets	Performance Level					Comments on Performance
			1	2	3	4	5	
Local Area Network (LAN) setup maintained	Easy sharing of working directories, files and hardware on the network.	Extend LAN to cotton and cereals blocks by installing and configuring network devices eg network switches, patch panels and face-plate's data points by August 2017 -LAN extended to cotton and cereal blocks for network/internet connectivity' (Patch panel, 24 ports network switch and racker) installed and configured - LAN was also extended to bio-					5	Fully met target

		<p>- Application software (Softros LAN messenger) developed and installed on 20 computers.</p> <p>-Staff able to share files. Directories and send chats while in their offices using Local Area Network (LAN)</p>			4	
		<p>Connecting, Installing, configuring and maintaining computers and their peripherals like printers for 30 staff.</p> <p>-Computers hardware's and peripherals serviced and maintained for better performance</p> <p>-Application softwares for the various peripherals installed for effective performance of the hardwares.</p>			4	Target achieved
		<p>Computer Hard Disk Drives (HDD) for 25 staff partitioned by April 2018 and Antivirus application software's installed on 30 computers by June 2018.</p> <p>- 20 computer HDD partitioned to separate program files from working</p>			3	<p>-Some computers already had partitioned HDD.</p> <p>-The process of Antivirus activation of licenses is ongoing.</p>

		directories						
		- Antivirus application license activated to 20 computers.						
		Generate logs of application and system software's running on 30 computers to help in trouble-shooting by May 2018						
		-All logs for system (Windows) and application softwares on 30 computers generated and stored in SQL database for easy access and retrieval.				4		Target achieved
		Setting up IP lease table for Dynamic Host Configuration Protocol (DHCP) addresses on the server for easy management of users on the network after configuration of PFSense system software with DHCP enabled by May 2018						
		-PFSense system software installed and configured on the server to automatically generate IP lease tables for active computers on LAN				4		Target achieved

		<p>Assign 25 computers names for easy identification and monitoring on the LAN</p> <p>-20 computers were assigned names and some users were denied Administrative rights.</p> <p>-Some users were given Administrative rights to enable them install applications of their interest</p>					<p>3</p> <p>Some computers had names and limited access rights.</p>
		<p>Repair and service logs for 10 printers and 2 photocopiers kept to ensure timely maintenance by November 2017</p> <p>-Repair has been done to 5 printers and 2 photocopiers serviced by replacing the fuser unit, cartridge and drum unit.</p> <p>-The peripherals logs has been generated and stored to ensure timely maintenance.</p>					<p>4</p> <p>Limited funding to achieve the set target of 10 printers to be repaired</p>

<p>Uninterrupted internet services ensured</p>	<p>Effective internet services</p>	<p>Internet connectivity for 30 staff maintained throughout the year as per the subscribed 1MB bandwidth.</p> <p>-Bandwidth upgraded from 1mbps to 2mbps and 40 staff able to access internet service.</p> <p>-Two CISCO switches installed and configured.</p> <p>-Addendum signed for the period July – December 2017 and payment effected up to October 2017</p>					<p>5</p>	<p>Limited funds to effect subscription</p>
		<p>Configuration of PFSense system software on server to effectively monitor both active and in-active users on the LAN by December 2018</p> <p>-PFSense system software installed and configured on the server to monitor both active and in-active users on LAN.</p>					<p>4</p>	<p>Target achieved</p>

		<p>Setup firewall to enable blocking/passing of specific Internet Protocol (IP) for both network/internet access.</p> <p>-Firewall was set-up on the server to easily allow/deny specific MAC/IP addresses to internet /network access</p> <p>-Squid software activated to enable in controlling network traffic transmission for effective internet and network service</p>				5	Target achieved
		<p>To ensure that quarterly internet subscription has been paid to avoid disconnection</p> <p>-Subscription not paid from November 2017 to June 2018</p> <p>-Addendum for the period January - June 2018 was prepared but still being held by Airtel Uganda Limited.</p>				4	No funds to effect payment

developed		2018/2019 by June 2018					
		-Draft ICT work plan and budget developed			4		
		Develop procurement plan for the ICT department for FY 2018/2019 by June 2018 -Draft ICT procurement plan developed			4		Target achieved
		Produce minimum specifications to guide procurement of quality ICT equipment's across all programs. -Minimum specifications of all ICT equipments developed and has been used during the procurement of ICT items.			4		Target achieved
		Populated with 10 staff profiles by January 2018 -Seven (7) staff profiles uploaded			3		Never received profiles for other staff to fully meet the target
Institute Website updated	Interactive website	Uploading of available Oil crops (Groundnut) technological information by September 2017 -Uploaded availed information on			4		Target achieved

		website						
		Uploading of available Cereals technological information by November 2017 - Uploaded availed information on website					4	Target achieved
		Uploading of available legumes technological information by January 2018 - Uploaded availed information on website					4	Target achieved
		Uploading of available fiber (cotton) technological information by March 2018 -Uploaded availed information on website					4	Target achieved
Intercom connectivity maintained	Internal communication improved	40 extension lines working properly -Configured all extension lines into the PBX to improve internal communication.					4	Target achieved
Intercom connectivity maintained	Internal communication improved	PBX and distribution box maintained					4	Target achieved

		-PBX and distribution box serviced once								
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Overall Performance Assessment on Targets

Overall assessment of performance on targets should be derived by adding the scores at each Performance Level and dividing the resultant total by the number of targets. The average of the score obtained shall be the overall assessment for targets.

$$106/27 = 3.93 \quad 3.93/5 \times 80 = 62.81$$

Overall Score on Performance Targets = Average Score on Targets/5x80 = %

SECTION C: APPRAISAL OF CORE COMPETENCES

This section should be completed by the Appraiser after a discussion with the Appraisee.

Rating and Explanation

- 5: **Exceptional**-Behavioural competence consistently far exceeded expectations
- 4: **Exceeded Expectations**-Behavioural competence exceeded expectations
- 3: **Met all Expectations**-Behavioural competence fully met expectations
- 2: **Below Expectations**: Behavioural competence did not consistently meet expectations
- 1: **Unacceptable**: Behavioural competence was consistently below expectations

Tick the most appropriate rating for each competence

SECTION C-1: GENERAL COMPETENCES

Competence(s)	Assessment					Comment(s)
	5	4	3	2	1	
Professional and Technical Knowledge : Has adequate professional and technical knowledge to perform duties diligently and efficiently		4				
Result Orientation :Delivers results of desired quality within available resource and specified time frames	5					
Communication :Has ability to express himself/herself clearly both orally and in writing		4				
Judgment and Decision-Making : Develops appropriate solutions and takes action		4				
Information Technology : Is able to use ICT to produce planned outputs and objectives of NARO	5					
Time Management : Adheres to schedules; manages his/her time well; completes work assignments on time			3			
Interpersonal Relations : Exhibits a good level of interpersonal skills and has a good working relationship	5					
Quality Improvement : Strives for efficient, effective, high quality performance in self and in the Institute/Department/Section		4				
Initiative : Generates ideas that provide new insights		4				
Integrity : Upholds and demonstrates professional and NARO's values and ethics	5					
Team Work : Cooperates and collaborates with colleagues as appropriate; works in partnership with others			3			
Commitment to Own Personal Development and Training : Is eager for self-development; has inner drive to supplement training from NARO			3			
Personal Appearance : Always neat and pleasant, well groomed and presentable		4				
Enthusiasm and Drive : Highly self-motivated; anxious to make progress in		4				

the face of difficulties, setbacks or pressure of work

SECTION C-2: MANAGERIAL AND SUPERVISORY COMPETENCES

(This section applies to staff who have managerial and supervisory responsibilities)

Competence(s)	Assessment					Comments
	5	4	3	2	1	
Leadership Ability: Organises, motivates and leads staff to achieve desired results		4				
Financial Management: Compiles budgets, knows and applies the basic financial policies and procedures; is familiar with the overall financial management processes		4				
Managing People: Coaches, evaluates, develops people; sets expectations, recognizes achievement, manages conflicts, aligns performance goals with NAROs goals, provides feedback; delegates			3			
Team Building : Promotes team spirit			3			

Overall Rating of Competences: Average Score of Applicable Competences/5 X 20 =%

SECTION D: OVERALL PERFORMANCE RATING

Use the scale below to interpret the overall performance of the appraisee. The overall rating should be the percentage sum for Section B and C.

$B+C = \dots 62.81 + \dots 15.76 = 78.57$

Tick as appropriate	Overall performance rating	Explanation
	Outstanding Performance (80% & above)	Employee has in all areas exceeded agreed expectation
	Very Good Performance (79-65%)	Employee has met all expectations
	Satisfactory /Acceptable Performance (64-50%)	Employee has met most expectations
	Needs Improvement (49-41%)	Employee has not met most expectations
	Unsatisfactory/Unacceptable Performance (40% & below)	Employee has failed to meet expectations

SECTION E: PERFORMANCE IMPROVEMENT PLAN

The plan should take into account the Appraisee's required job competences and the identified performance gaps. The proposed actions may involve training, coaching, mentoring, attachment, job rotation and counseling, etc.

SECTION F: OVERALL COMMENTS AND RECOMMENDATIONS

Overall comments on the appraisee's performance such as strengths, skills or qualities which he/she has, including recommendations such as confirmation, extension of probationary period, reward, training, renewal of contract, termination of contract etc.

SECTION F-1: COMMENTS BY IMMEDIATE SUPERVISOR

Very good performance. Continue to make sure the internet and other ICT are functioning.

Supervisor's Name... *D.R. MICHAEL UGBO*

Signature... *[Signature]* Date... *13.07.18*

SECTION F-2: APPRAISEE'S COMMENTS ON APPRAISAL BY THE SUPERVISOR

General comments on your performance, if any

Appraisee's Signature: *M.S. U...* 13/07/2018

SECTION F-3: COMMENTS ON APPRAISAL BY HEAD OF INSTITUTE/ DEPARTMENT

These should focus on the consistency and reasonableness of the assessment and comments given by the supervisor on the appraisee's performance

Very good performance. Please keep the commitment to keeping ICT at NASAM running well. Thanks for review.

Signature... *[Signature]* Date... *13.07.18*

SECTION F-4: COMMENTS BY THE DIRECTOR GENERAL OF HIS/HER DESIGNEE

Name..... Signature.....