

NATIONAL INSTITUTE OF TRANSPORT



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DAR ES SALAAM
TANZANIA

OPEN PERFORMANCE REVIEW AND APPRAISAL FORM

RATING PERIOD FROM TO

PART I: PERSONAL PARTICULARS

Name of employee:

Nationality: Sex: Male/Female:

Directorate/Department..... Section:

Job Title: Age:

Date of Promotion to present post

Marital Status.....

Date of Appointment:

Salary Scale:

Highest Academic Qualification.....

*Service Status: Permanent/Contract/Temporary

Period worked under current post

Special Courses taken during rating period:

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Any other Relevant Information:

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Period of work under the rating Officer:

*Disciplinary charges: Reprimand/severe reprimand/Fine/Suspension/Demotion.

***Delete whichever is not applicable.**

Date: Signature of Appraisee

PART 2A: PERFORMANCE AGREEMENT FOR ACADEMIC STAFF

To be filled by the Appraisee in consultation with the Rating Officer

2.1. S/N	2.2. Agreed Objectives	2.3. Agreed Performance Targets	2.4. Agreed Performance Criteria	2.5. Agreed Resources
1	To reduce infections of HIV/AIDs and improve supportive services	i. Preventive Interventions developed and implemented by june, 2017	i. Number of seminars and staff/student s voluntary tested	i. Funds from Government other charges
2	To improve capacity of NIT to carry its operations	i. Staff establishment expanded to 306 by June, 2016	i. Number of new staffs recruited	i. Funds from NIT budget
3	change in the level staff's satisfaction with services provided by the Management	i. 80% of the level of staff's satisfaction with services provided by the Management attained by june, 2017.	i. Number of staffs satisfied b with management services	i. Funds from NIT budget
4.	Level of stakeholders' satisfaction with NIT operations.	i. 90% of stakeholders are satisfied with services and operations of NIT	i. Percentage of stakeholders satisfied with NIT services and operations	i. Funds from NIT budget
5.	Incentive scheme in place	i. Incentive policy is ready in place for operations by june, 2017	i. Approval of the New NIT Incentive policy	i. Funds from NIT budget

6	Scheme of service for administrative staff in place	i. Scheme of service for non-academic staff is in place by June, 2017	i. Scheme of service for non-academic staffs is approved for use by June, 2017	i. Funds from NIT budget
7	Establishment of VCT Center	i. VCT Center is established by June, 2017	i. Launching of a VCT center	ii. Funds from NIT budget
8	Training and development plan in place	i. Training and development plan in place by June, 2017	i. Approval of the Training plan for the year 2017/2018 by June, 2017	i. Funds from NIT budget
9	Organization structure reviewed	i. NIT Organization structure is reviewed and approved by June, 2017.	i. Reviewed structure approved	i. Funds from NIT budget
10	Succession plan in place	i. NIT succession is in place by June, 2017	i. New succession plan approved	i. Funds from NIT budget
11	Training policy in place	i. New training and development policy developed and approved by June, 2017	i. Approval of training and development policy.	i. Funds from NIT budget

Appraisee:
Name:
Signed:.....
Date:

Rating Officer:
Name:
Signed:.....
Date:

PART 3: MID- YEAR REVIEW/END OF SEMESTER ONE REVIEW

To be filled by the Appraisee in Consultation with the Rating Officer

3.1.	3.2. Agreed Objectives (As per Section 2)	3.3. progress Towards Target	3.4. Factors Affecting Performance
1.	To reduce infections of HIV/AIDs and improve supportive services	i.	
2.	To improve capacity of NIT to carry its operations		
3.	change in the level staff's satisfaction with services provided by the Management		
4	Level of stakeholders' satisfaction with NIT operations.		
5	Incentive scheme in place		
6	Scheme of service for administrative staff in place		
7	Establishment of VCT Center		
8	Training and development plan in place		
9	Organization structure reviewed		
10	Succession plan in place		
11	Training policy in place		

PART 4: REVISED OBJECTIVES (If any)

41.	4.2. Agreed Revised Objective(s)	4.3. Agreed Performance Targets	4.4. Agreed Performance Criteria	4.5. Agreed Resources
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Appraisee:
 Name:
 Signature:.....
 Date:

Rating Officer:
 Name:.....
 Signature:.....
 Date:

PART 5: ANNUAL PERFORMANCE REVIEW & APPRAISAL (End of 2nd Semester)

To be filled by the appraisee and the Rating Officer

5.1.	5.2. Agreed Objective(s)	5.3. Achievement(s) Made	5.4. Rated Mark		
			Appraisee	Rating Officer	Agreed Mark
1.	To reduce infections of HIV/AIDs and improve supportive services				
2.	To improve capacity of NIT to carry its operations				
3.	change in the level staff's satisfaction with services provided by the Management				
4	Level of stakeholders' satisfaction with NIT operations.				
5	Incentive scheme in place				
6	Scheme of service for administrative staff in place				
7	Establishment of VCT Center				
8	Training and development plan in place				
9	Organization structure reviewed				
10	Succession plan in place				
11	Training policy in place				
Overall performance mark: this should reflect the overall performance and achievement of agreed objectives in Part 2					
Rating: 1 = Outstanding performance 4 = Poor Performance		2 = Performance above average 3 = Average performance 5 = Very poor performance			

Appraisee:

Name:

Signature:.....

Date:

Rating Officer:

Name:.....

Signature:.....

Date:

PART 6: ATTRIBUTES OF GOOD PERFORMANCE

To be filled by the Appraisee and the Rating Officer

6.1.S/N	6.2. MAIN FACTORS	6.3. QUALITY ATTRIBUTE	6.4. RATED MARK		
			Appraisee	Rating Officer	Agreed Mark
1	WORKING RELATIONSHIP	Ability to work in team			
		Ability to get on with other staff			
		Ability to gain respect from others			
2.	COMMUNICATION AND LISTENING	ability in writing			
		Ability to express orally			
		Ability to listen and comprehend			
		Ability to train and develop subordinates			
3.	MANAGEMENT AND LEADERSHIP	Ability to plan and organize			
		Ability to lead, motivate and resolve conflicts			
		Ability to initiate and innovate			
4.	PERFORMANCE IN TERMS OF QUALITY	Ability to deliver accurate and high quality output timely			
		Ability for resilience and persistence			
5.	PERFORMANCE IN TERMS OF QUANTITY	Ability to meet demand			
		Ability to handle extra work			
6.	RESPONSIBILITY AND JUDGMENT	Ability to accept and fulfill responsibility			
		Ability to make right decisions			
7.	CUSTOMER FOCUS	Ability to respond well to the customer			
		Ability to demonstrate follower ship skills			
8.	LOYALTY	Ability to provide ongoing support to supervisor (s)			
		Ability to comply with lawful instructions of supervisor			
		Ability to devote working time exclusively to work related duties			
9.	INTEGRITY	Ability to provide quality services without need for any inducements			
		Ability to apply knowledge abilities to benefit government and not for personal gains			
	Overall performance Part 4				
	Rating: 1 = Outstanding performance 4 = Poor Performance	2 = Performance above average 5 = Very poor performance	3 = Average performance		

Appraisee:
Name:
Signature:.....
Date:

Rating Officer:
Name:.....
Signature:.....
Date:

PART 7: OVERALL PERFORMANCE (AVERAGE OF SECTION 5 & 6)

State whether satisfied with present post and reasons (if not satisfied):

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Type of work or post most interested in :

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Comments by Appraisee (if any)

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.....
.....

Name

Signature

Date

.....

Comments by Rating Officer (if any)

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.....

Name

Signature

Date

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PART 8: TO BE COMPLETED BY HEAD OF HUMAN RESOURCE DEPARTMENT

1. General Comments:

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2. Where performance was unsatisfactory indicate whether he/she has been informed of his weak points and quote or attach relevant minutes or letter (if any):

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