

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 impart (<i>module name</i>) knowledge, skills and competencies to students of level (<i>Level of study</i>) for the fifteen weeks of the first semester of (<i>Academic year</i>). | <ul style="list-style-type: none"> i. Prepare and submit assessment plan before the beginning of the semester ii. Prepare teaching materials in time iii. Teach (<i>number hours</i>) per week iv. Conduct and timely mark of at least two tests per semester v. Conduct and timely mark of at least three assignments per semester vi. Prepare final examination, supplementary examination, special examination and marking schemes by the end of 7th week of the semester. vii. Timely mark of all examinations viii. Prepare and submit students` continuous assessment by the 13th week of the semester. ix. Upload examination results by the end 2nd week after the conduct of end of semester examination | <ul style="list-style-type: none"> i. assessment plan prepared ii. Teaching materials prepared iii. Number of hours taught per week iv. Number of tests conducted per semester v. Number of assignment conducted per semester vi. Final examination, Supplementary examination and Special Examination approved vii. Examination results viii. Students` continuous assessment (CA) | <ul style="list-style-type: none"> i. Curriculum ii. Laptop/Computer and accessories iii. Printer iv. Projector v. Books & Stationeries vi. Classes with conducive environment and fully equipped vii. Offices with conducive environment and furniture viii. Teaching Aids |
| 2 | To conduct research in order to find solutions and add a body of knowledge in the (<i>Module name</i>) field in transport sub sector and | <ul style="list-style-type: none"> i. Fundable research proposal prepared and submitted for | <ul style="list-style-type: none"> i. Drafted proposal approved ii. Research | <ul style="list-style-type: none"> i. Time ii. Budget iii. Computers iv. Printers v. Stationeries |

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|---|--|--|---|--|
| | contribute for national development by the end of the second semester of <i>(academic year)</i> . | <ul style="list-style-type: none"> review by the end of the first semester ii. Data collection process accomplished in the middle of second semester iii. Research report written and submitted by the end of second semester | <ul style="list-style-type: none"> report approved for submission iii. Research papers published | |
| 3 | To contribute on improvement of <i>(Module name)</i> knowledge by publishing at least one <i>(type of publication)</i> (Journal article, text book, chapter in a book, book review, Curriculum design, teaching manual, patent, conference paper) | <i>(type of publication)</i> <i>(eg. Journal article, text book, chapter in a book, book review, Curriculum design, teaching manual, patent, conference paper)</i> published by the end of second semester | <ul style="list-style-type: none"> i. Papers presentation proceedings and acceptance ii. Letters of notification | <ul style="list-style-type: none"> i. Time ii. Budget iii. Computer iv. Stationeries v. Printer |
| 4 | To enhance students` competence on <i>(Module name)</i> by supervising students` research work/project or extended assignment supervision by the end of each semester | <ul style="list-style-type: none"> i. <i>(number)</i> students` research work/project or extended assignment supervision conducted | <ul style="list-style-type: none"> i. Number of students supervised ii. Students` score in the field work/research project or extended assignment | <ul style="list-style-type: none"> i. Time ii. Office iii. Computer iv. Text Books v. Stationeries vi. Printers vii. Budget |

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|----|---|--|--|---|
| | | | reports | |
| 5. | Assessing knowledge, skills and competencies of students` of <i>(field name)</i> level <i>(Level of the study)</i> by conducting supervision of industrial training/field work by the end of first nsemester <i>(academic year)</i> | i. <i>(Number of students)</i> Students` supervised by the end of first semester <i>(academic year)</i> | i. Students` field/industrial training reports ii. Students` research report and results from the external supervisor | i. Time ii. Budget iii. Stationeries iv. Budget |
| 6. | To provide contribution on the improvement of public service and private sector through consultancy or extension work | i. To solicit and conduct <i>(number of consultancies/extension works)</i> consultancies/extension works by the end of second semester | i. Government unit or stakeholders reports | i. Time ii. Budget iii. Computer iv. Laptop v. Stationeries vi. Projector vii. Camera |

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. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |

PART 4: REVISED OBJECTIVES (If any)

| 4.1. | 4.2. Agreed Revised Objective(s) | 4.3. Agreed Performance Targets | 4.4. Agreed Performance Criteria | 4.5. Agreed Resources |
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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. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 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 5 = Very poor performance | 3 = Average 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 |
|-------|-----------|-------|
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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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3. Suitability for promotion/development (state reason too)

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| Name | Signature | Date |
|-------|-----------|-------|
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PART 9: RECOMMENDATIONS BY DR - ARC (For Academic Staff)

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Name

Signature

Date

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PART 10: RECOMMENDATION BY DR – PFA (For Administrative Staff)

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Name

Signature

Date

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PART 11: RECOMMENDATION/DECISION BY RECTOR

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Name

Signature

Date

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