



UNITED REPUBLIC OF TANZANIA

OPEN PERFORMANCE REVIEW AND APPRAISAL FORM
(To be filled in triplicate)

From:To

This form replaces all other appraisal forms in the Public Service Institutions. it is intended to meet the requirements of the performance management system and development process.

1. This Form must be filled by all employees in the Public Service Institutions. For principal officers and above, at the end of the year, once fully completed, the original should be sent to the Permanent Secretary (Establishments), duplicate to the respective Head of Organization and triplicate to the public servant concerned. All other employees (Senior officers and below) original copy should be sent to the Chief Executive Officer of the Organization, duplicate to the permanent ministry of the specific cadre and the triplicate to the public servant concerned.
2. Where appropriate, each box shall carry only one letter or figure. Letters to be in capitals.
3. Personal/ Agreed objectives are derived from the Organization's work plan (Strategic plan, Annual operating plans or Action plans) and are expected to be implemented in the current year.
4. Sections 2,3 and 4 of this Form shall be filled by the Appraisee in consultation with the Supervisor and sections 5-6 in the presence of a third party if necessary.
5. Please note that appraisals that are rated as 1 are the best performers and appraisals rated 5 are the worst performers. These should be brought to the attention of top management and usually to the attention of the Chief Executive Officer of their respective Organization

SECTION 1: PERSONAL INFORMATION

| | | | | | | | |
|---------------------------|----------------------|--|--|---|---|----------------------|----------------------|
| Vote code | <input type="text"/> | Check Number | <input type="text"/> | | | | |
| | Vote Description | | | | | | |
| Sub vote | <input type="text"/> | Present station | <input type="text"/> | | | | |
| | Sub-vote description | | | | | | |
| Name in full | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | |
| | Surname | First name | Middle name | | | | |
| | | | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td align="center">M</td> <td align="center">F</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> | M | F | <input type="text"/> | <input type="text"/> |
| M | F | | | | | | |
| <input type="text"/> | <input type="text"/> | | | | | | |
| | | Gender | | | | | |
| Academic Qualification | <input type="text"/> | | | | | | |
| Duty post | <input type="text"/> | Substantive Post | <input type="text"/> | | | | |
| Date of first Appointment | <input type="text"/> | Date appointed to present post | <input type="text"/> | | | | |
| | D D M M Y Y Y Y | | D D M M Y Y Y Y | | | | |
| Salary scale | <input type="text"/> | Period served under Present supervisor | <input type="text"/> | | | | |
| | | Years | Date of birth | | | | |
| | | | <input type="text"/> | | | | |
| Terms of Service | <input type="text"/> | | | | | | |

DD = Day, MM= Month, YYYY = Year, F= Female, M= male

SECTION 2: PERFORMANCE AGREEMENT

To be filled by the Appraiser in consultation with the supervisor

| 2.1 SN | 2.2 Agreed Objectives | 2.3 Agreed Performance Targets | 2.4 Agreed Performance Criteria | Agreed Performance Resources |
|-----------|-----------------------|--------------------------------|---------------------------------|------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

2.6 Appraiser

.....

Name (In capital Letters)

Date.....

Signed

2.7 Supervisor

.....

Name (in Capital Letters)

Date.....

Signed

SECTION 3: MID-YEAR REVIEW (DECEMBER.....2012.....)

To be filled by the Appraiser in consultation with the supervisor

| 31 SN | 32 Agreed Objectives | 33 Progress Towards Target | 3.4 Factors affecting Performance |
|-------|----------------------|----------------------------|-----------------------------------|
| 1. | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

SECTION 4: REVISED OBJECTIVES (If any)

| 4.1 S/N | 4.2 Agreed Objectives | 4.3 Agreed Performance Targets | 4.4 Agreed Performance Criteria | 4.5 Agreed Resources |
|---------|-----------------------|--------------------------------|---------------------------------|----------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7. | | | | |
| 8. | | | | |

2.6 Appraisee

2.7 Supervisor

.....
 Name (In capital Letters)

.....
 Signed

.....
 Name (in Capital Letters)

.....
 Signed

Date.....

Date.....

SECTION 5: ANNUAL PERFORMANCE REVIEW & APPRAISAL (JUNE 2013)

To be filled by the Appraiser in consultation with the supervisor

| 5.1 S/N | 5.2 Agreed Objectives | 5.3 Progress made | 5.4 Rated Mark | | |
|--|-----------------------|-------------------|----------------|------------|-------------|
| | | | Appraisee | Supervisor | Agreed mark |
| 1. | | | 2 | | |
| 2 | | | 2 | | |
| 3 | | | 1 | | |
| 4 | | | 1 | | |
| 5 | | | 2 | | |
| Overall Performance mark: <i>This should reflect the overall performance and achievement agreed objectives in Section 5</i> | | | | | |

Rating:

1 = Outstanding performance
4 = Poor performance

2= Performance above average
5 = Very poor performance

3 = Average performance

SECTION 6: ATTRIBUTES OF GOOD PERFORMANCE

To be filled by the Appraisee and the Supervisor

| 6.1 S/N | 6.2 MAIN FACTORS | 6.3 QUALITY ATTRIBUTE | 6.4 RATED MARK | | |
|--------------------------------------|------------------------------------|---|----------------|------------|-------------|
| | | | Appraisee | Supervisor | Agreed Mark |
| 1 | WORKING RELATIONSHIPS | Ability to work in team | | | |
| | | Ability to get on with other staff | | | |
| | | Ability to gain respect from others | | | |
| 2 | COMMUNICATION AND LISTENING | Ability to express 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 QUALITY | Ability to meet demand | | | |
| | | Ability to handle extra work | | | |
| | | Ability to accept and fulfil responsibility | | | |
| 6 | RESPONSIBILITY AND JUDGEMENT | Ability to accept and fulfil responsibility | | | |
| | | Ability to make right decisions | | | |
| 7 | CUSTOMER FOCUS | Ability to respond well to the customer | | | |
| 8 | LOYALTY | Ability to demonstrate follower ship skills | | | |
| | | Ability to provide ongoing support to supervisor(s) | | | |
| | | Ability to comply with lawful instructions of supervisors | | | |
| 9 | INTEGRITY | Ability to devote working time exclusively to work related duties | | | |
| | | 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 Section 6 | | | | | |

Rating:

1 = Outstanding performance
4 = Poor performance

2 = Performance above average
5 = Very poor performance

3 = Average performance

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

COMMENTS BY APPRAISEE (if any.....)

Name of Appraisee

Signature

Date

COMMENTS BY OBSERVER (if any):

Name of Appraisee

Signature

Date

COMMENTS BY SUPERVISOR (if any):

Name of Appraisee
Signature

Date

Date

SECTION 8: EMPLOYEE REWARDS/DEVELOPMENTAL MEASURES/SANCTIONS

The supervisor recommend the most appropriate reward, developmental measures or sanctions against the appraisee in accordance to the level of agreed performance targets