



#### 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.

#### NOTES ON HOW TO FILL THIS FORM:

- 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 organisation 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 parent 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 Organisation'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 as 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 Organisation.

	S	SECTION 1: PERSONA	AL INFORMATION		
Vote Code			Check Number		
		Vote Description			
Sub Vote			Present Station		
		Sub-vote description			
					M F
Name in Full					
	Surname	First name	Middle name		Gender
Academic Qualif	ication	Substantive Post			
Date of First Appo		A Y Y Y Y Date of	Appointment to present post	D D M M Y	Y Y Y
Salary Scale		Period served under Present Supervisor	Date of Birth	D D M M Y	Y Y Y Y
Terms of Serv	ice				
	DL	D= Day, MM= Month, YYYY= Y	iear, F= Female, Male= <u>Male</u>		

## **SECTION 2: PERFORMANCE AGREEMENT**

To be filled by the Appraisee in consultation with the Supervisor

2.1 S/N	2.2 Agreed Objectives	2.3 Agreed Performance Targets	2.4 Agreed Performance Criteria	2.5 Agreed Resources	
2					
2.6 Ap	praisee		2.7 Supervisor		
Name (in capital letters)SignedName (in capital letters)SignedDateDateDate					

# **SECTION 3: MID-YEAR REVIEW (DECEMBER 201 8)** To be filled by the Appraissee in Consultation with the Supervisor

3.1 S/N	3.2 Agreed Objectives (As per Section 2)	3.3 Progress Towards Target	3.4 Factors Affecting Performance
Appraisee		3.7 Supervisor	
- Applaisee		5.7 Supervisor	
me (in capita	l letters) Signed		l letters) Signed
		Date	

4.1 S/N	4.2 Agreed Revised Objective(s)	4.3 Agreed Performance Targets	4.4 Agreed Performance Criteria	4.5 Agreed Resources	
		1	1		
6 Appraise	ee	4	.7 Supervisor		
	pital letters)	Signed N	lame (in capital letters)	Signed	
ate		Ι	Date		

# SECTION 4: REVISED OBJECTIVES (if any)

5.1	5.2 Agreed Objective(s) 5.3 Progress made		5.4 Rated Mark		
S/N	<b>. .</b> ( <i>i</i>		App- raisee	Super visor	Agreed Mark
			_		
	<b>erformance Mark:</b> <i>This should reflect</i> <i>nt of agreed objectives in Section 5.</i>	t the overall performance and	9		
ting			- <u>k</u>		
ting: = Outs = Poor		rmance above average 3 = poor performance	Averag	ge perfoi	mance

# **SECTION 5: ANNUAL PERFORMANCE REVIEW & APPRAISAL (JUNE 2019)** To be filled by the Appraisee and the Supervisor

## SECTION 6: ATTRIBUTES OF GOOD PERFORMANCE

To be filled by the Appraisee and the Supervisor

6.1	6.2 MAIN FACTORS	6.3 QUALITY ATTRIBUTE	6.4 RATED MARK		
S/N			Appraisee	Supervisor	Agreed Mark
1		Ability to work in team			
1	WORKING RELATIONSHIPS	Ability to get on with other staff			
		Ability to gain respect from others			
		Ability to express in writing			
2	COMMUNICATION AND	Ability to express orally			
	LISTENING	Ability to listen and comprehend			
		Ability to train and develop subordinates			
		Ability to plan and organize			
3	MANAGEMENT AND LEADERSHIP	Ability to lead, motivate and resolve conflicts			
		Ability to initiate and innovate			
4	PERFOMANCE IN TERMS OF QUALITY	Ability to deliver accurate and high quality output timely			
		Ability for resilience and persistence			
_		Ability to meet demand			
	PERFORMANCE IN TERMS OF QUANTITY	Ability to handle extra work			
		Ability to accept and fulfil responsibility			
6	RESPONSIBILITY AND JUDGEMENT	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 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			
Overa	ll Performance Section 6				

## **Rating:**

1 = Outstanding performance 4 = Poor performance 2 = Performance above average 5 = Very poor performance

3 = Average performance

SECTION 7: OVERALL PERFOR	MANCE (AVERAGE OF SECT	FIONS 5 & 6)
COMMENTS BY APPRAISEE (if any):I will still work h	ard	
Name of Appraisee COMMENTS BY OBSERVER (if any):	Signature	Date
Name of Observer	Signature	Date
COMMENTS BY SUPERVISOR (if any):		
Name of Supervisor	Signature	Date

## SECTION 8: EMPLOYEE REWARDS/DEVELOPMENTAL MEASURES/SANCTIONS

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