



KAIMOSI FRIENDS UNIVERSITY COLLEGE (KAFUCO)

(A Constituent College of Masinde Muliro University of Science and Technology)

Tel: 0771647042

E-mail: registrar.admin@kafuco.ac.keWebsite: www.kafuco.ac.ke

P.O. Box, 385

Kaimosi - 50309

Kenya

Office of the Registrar (Administration)

APPRAISAL SUMMARY FORM

1. PERSONAL INFORMATION

Employee's Name Designation.....

Department/Section Employee PF.NO.

Date of appointment to present position Date of last appraisal

2. JOB DESCRIPTION FOR THE PERIOD UNDER REVIEW

.....

.....

3. REASON FOR APPRAISAL

 Confirmation Promotion Contract Renewal Others (specify).....

FOR OFFICIAL USE ONLY

4. ASSESSMENT OF PERFORMANCE (BY HEAD OF DEPARTMENT/SECTION)

S/No.	Assessment Areas	Total Marks	Awarded Score	Comments
1.	Knowledge of work/qualification	05		
2.	Quality of work	10		
3.	Initiative & Ability to learn	05		
4.	Team work	05		
5.	Targets	50		
6.	Discipline & Conduct	10		
7.	Innovation	05		
8.	Punctuality	10		
	Total	100		

5. OVERALL RATING

 Very Good 80 – 100 Good 60 - 79 Average 50 – 59 Fair 40 -49 Poor 0-39

6. CONCLUSION

Staff under appraisal who score 50% and above should be recommended. The staff who score below 50% should be appraised again.

7. SUPERVISOR'S COMMENTS

 Recommended Not Recommended

Supervisor's signature Date