



## **ELECTORAL COMMISSION**

### **Staff Appraisal Form for Officers**

**ANNUAL/HALF YEARLY PERFORMANCE REPORT FOR THE PERIOD FROM**

\_\_\_\_\_ **TO** \_\_\_\_\_

#### **1.0 PURPOSE**

The Electoral Commission strives to ensure that there are regular, free and fair elections. The quality of its Human Resource is the main driving force towards that objective. The annual performance appraisal system is designed to serve four main purposes related to Human Resource Management and improving institutional performance, which are:

- i. To keep staff/supervisors informed of the areas where improvements are required,
- ii. To identify the means by which those improvements can be achieved,
- iii. To assess overall performance, and
- iv. Human Resource Development

It is aimed at enabling and encouraging staff, supervisors and management to continuously and realistically monitor and improve staff contribution to the attainment of Electoral Commission goals and mission. In the performance of staff duties, the Electoral Commission expects that staff should strictly adhere to the duties and obligations as enshrined in the Constitution of The Republic of Uganda, 1995, the Electoral Commission Act, 1997 and the Personnel Manual (Staff) Regulations, or any other Instructions as issued from time to time.



## SECTION A

(To be completed by Job Holder)

### 2.0 PERSONAL DETAILS

1.1	Surname	
1.2	Other Names	
1.3	Date of Birth	
1.4	Marital Status	
1.5	Department	
1.6	Section	
1.7	Post & Scale of 1 <sup>st</sup> Appointment in Electoral Commission	
1.8	Current Appointment & Scale in the Electoral Commission	
1.9	Date of Current Appointment	
1.10	Terms of Service [Probation, Permanent, Contract	

\_\_\_\_\_  
Job Holder's Signature

\_\_\_\_\_  
Verified by HR Department

### 3.0 ACADEMIC AND PROFESSIONAL QUALIFICATIONS

S/No.	Award (Degree/Diploma/Certificate)	Institution	Year of Award



**3.1 Short Courses/Workshops/Seminars/In-House Training  
(including Attachments & Exchange Programmes attended, critical to  
your Career)**

S/No.	Training Course	Institution	Period/Dates

**3.2 On-going Training**

S/No.	Training Course	Award (Degree/ Diploma/ Certificate/Other	Institution	Period/ Dates



#### 4.0 STATEMENT OF ASSIGNED OBJECTIVES AND TASKS

(Objectives must be SMART i.e. specific, measurable, agreed, realistic and time bound).

##### 4.1 Objectives set for the period (attach copies of the Forward Job Plan and Performance Improvement Plan.)

Objective	Time Frame
4.1.1	
4.1.2	
4.1.3	
4.1.4	
4.1.5	
4.1.6	

##### 4.2 Tasks to achieve above objectives

Objective	Tasks
4.2.1	
4.2.2	
4.2.3	
4.2.4	
4.2.5	
4.2.6	

#### 5.0 ACHIEVEMENTS

##### 5.1 Achievement of planned results or target outputs (Refer to your Forward Job Plan and Performance Improvement Plan).

List the tasks performed out of those planned under 5.2, and rank them in order of importance.



Tasks Performed	Planned Outputs/Results	Rank

5.3 Self – assessment of overall performance in achieving planned outputs/ results (tick as appropriate).

Rating	Percentage	Description of Performance	Tick
A	80% - 100%	Outstanding performance	
B	60% - 79%	Good Performance	
C	40% - 59%	Satisfactory performance	
D	Below 40%	Weak performance	

5.4 What particular work related qualities do you think have helped you to achieve the above level of performance? e.g relevant qualifications/ experience/technical/computer skills/work environment.

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## 6.0 CONSTRAINTS

6.1 Which tasks were not fully performed? Where possible quantify these e.g. deadlines not met, targets not achieved and give the reasons.

Tasks not fully performed	Reasons

6.2 Propose ways to address failures in 6.1 above.

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6.3 How supportive was your supervisor in carrying out your key tasks?

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6.4 In what areas would you have expected your supervisor to have given more help?

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## **7.0 TRAINING AND CAREER DEVELOPMENT**

### **7.1 Training**

7.1.1 Have you benefited from the Human Resource Training Programme of the Electoral Commission in the past year?

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7.1.2 If yes, mention the programme and duration.

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7.1.3 What skills and knowledge, critical to your job have you gained from the programme?

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7.1.4 If no, state the reasons that prevented you from undertaking any programme?

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7.1.5 What skills and training do you foresee in the next year to help you do your job better or prepare you for more responsibilities?

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## 7.2 Career Development

7.2.1 What are your career aspirations and future projections in say, three years time? (These should be discussed at length with your supervisor).

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## SECTION B

(To be Completed by the Supervisor)

### (1) Performance Competencies and Rating

These assessment criteria comprise performance standards valued by the Commission. Please rate the staff member being appraised by giving an appropriate score. In making your score, consider routine assignments during the review period and actual tasks performed and outputs/ results produced as described by the staff in Section A, sub-sections 4.1, 4.2, and 4.2.

Please rate the staff member being appraised by circling the statement (A to D) that best describes his/her performance and by placing the appropriate value in the score box on the right.





**1.0 Work Efficiency and Quality.** [A: 20-25; B: 14-19; C: 8-13 and D: 1-7] [ ]

- A. Output consistently surpasses planned performance targets with rare incidences of any assigned work being reworked to meet required standards of quality.
- B. Output occasionally surpasses the planned performance targets with solid and effective performance that exceeds the required standards of quality from time to time.
- C. Finishes regular amount of work within reasonable time, normally meeting standards of accuracy and appearance.
- D. Output is consistently below the planned performance targets and regularly fails assignments. Completes work with errors or rejections and output requires checking and correction.

**2.0 Job Knowledge and competence.** [A: 16-20; B: 11-15; C: 6-10 and D: 1-5]  
[ ]

- A. Exceeds the requirement of the job in all areas. Thorough and up-to-date in his/her field and can figure out how to handle challenges confronting him/her.
- B. Knowledgeable and has no trouble dealing with usual problems that arise in the course of work. Performance is what can be expected of a fully qualified and experienced person.
- C. Meets job requirements. Performance meets the standards of the job.
- D. Does not meet the requirement of the job. Limited and outdated in scope of knowledge, field of specialization and tends to rely heavily on others when problems arise.
- E. Determination in performance.



**3.0 Drive, Initiative and Decision-making.** [A: 12-15; B: 8-11; C: 5-7 and D: 1-4] [ ]

- A. Consistently takes independent action to start new tasks within the bounds of his/her authority and readily accepts responsibilities with enthusiasm. Sorts out relevant facts very adeptly and make quality decisions and/or recommendations.
- B. Can be relied upon to initiate new as well as routine activities and make sound decisions.
- C. May initiate new and routine activities and make quality decisions though occasionally they may need correction and adjustments.
- D. Does not initiate action. Avoids responsibilities and requires constant prodding.

**4.0 Work Attitude and Flexibility.** [A: 9-10; B: 7-8; C: 4-6 and D: 1-3] [ ]

- A. Shows interest in his/her work and finds no difficulty in adjusting and adopting to changes in work environment and is reliable.
- B. Shows average interest in his/her work and enthusiasm to overcome job difficulties that may arise. Has a sense of responsibility.
- C. Shows average interest in his/her work and finds difficulties in adjusting to new tasks, problems and situations.
- D. Shows little interest in his/her work and finds difficulty in adjusting to new tasks, problems and situations. He/she is dissatisfied, uncertain and has difficulty in keeping working hours.



## **5.0 Handling and Care of Equipment and Resources**

[A: 9-10; B: C: 4-6 and D: 1-3] [ ]

- A. Extremely careful in the use of equipment and resources. Observes safety precautions.
- B. Takes care of equipment and resources. Observes safety precautions.
- C. Needs supervision in the use of equipment, furniture and resources.
- D. Careless and extravagant in the use of equipment and resources. Does not observe safety precautions.

## **6.0 Interpersonal Skills.** [A: 9-10; B:7-8; C: 4-6 and D: 1-3] [ ]

- A. Interfaces harmoniously and effectively with supervisors, colleagues and with clients and is always able and willing to work for a common goal and very effective in persuading and obtaining cooperation. Communicates his/her ideas clearly and effectively to others and quickly understands the idea of others.
- B. Interfaces well with peers, supervisors and others and is able to communicate his/her ideas to others.
- C. Interfaces with others with average communication skills.
- D. Lacks respect and does not accept constructive criticism.

## **7.0 Confidentiality.** [A: 9-10; B: 7-8; C: 4-6 and D: 1-3] [ ]

- A. Trustworthy in handling confidential information and documents.
- B. Handles information and documents without close supervision.
- C. Needs to be constantly reminded on how to treat confidential information and documents.
- D. Cannot be entrusted with confidential information.



**TOTAL SCORE OUT OF 100**

**(II) IMMEDIATE SUPERVISOR'S GENERAL COMMENTS AND OBSERVATIONS**

Please comment on the overall performance of the officer you are appraising. Your views should be discussed with the job holder before they are committed to the Staff Appraisal Form.

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**(III) ACKNOWLEDGEMENT BY JOBHOLDER AND SUPERVISOR**

We have discussed the contents of this evaluation report. (If the jobholder has major disagreements with some sections of the evaluation, he/she shall indicate this before signing in the space provided below.)

**Comments by jobholder**

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Name : -----

Designation & Scale : -----

Signature : -----

Date : -----

**Supervisor**

Name : -----

Designation & Scale : -----

Signature : -----

Date : -----



**SECTION C:**

**PERFORMANCE EVALUATION SUMMARY  
(To be filled by Heads of Department/Director/Secretary)**

Record your own observations and recommendations. If you disagree with the Supervisor, discuss the issue(s) with him or her before signing the form. Based on the score awarded by the Supervisor and agreed modifications, make appropriate recommendations.

**Interpretation of Scores**

1. **[OUTSTANDING PERFORMANCE – 80% - 100%].** The jobholder has exhibited an exemplary level of job performance and accomplishments. He/She has demonstrated ability to overcome significant obstacles to produce outstanding work.
2. **[GOOD PERFORMANCE – 60% to 79%].** This jobholder has shown initiative and caliber of work has consistently reflected a proactive response to the outputs and goals of the Commission, Department/Section/Directorate.
3. **[SATISFACTORY PERFORMANCE – 40% to 59%].** The jobholder has exhibited a positive attitude to work and output has been acceptable with no significant areas of failure or concern.
4. **[WEAK PERFORMANCE – Below 40%].** The jobholder has exhibited marginal and inconsistent performance or demonstrated an inability or unwillingness to meet basic requirements of the job.

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**Name** : -----  
**Title** : -----  
**Signature** : -----  
**Date** : -----

**DIRECTOR** : -----  
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**SECRETARY:** -----  
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