**Annexure 7/3**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Individual Work Planning Form** | | | | | | | | | | | | | | | | | | |
| **Administrative and Technical Staff** | | | | | | | | | | | | | | | | | | |
| **Section A: Staff Details** | | |  | | | | | |  |  |  |  | | |  | | |  |
| APPRAISAL PERIOD: | | |  | | |  | | |  |  |  |  | | |  | | |  |
| SID NUMBER: | | |  | | |  | | |  |  |  |  | | |  | | |  |
| NAME OF THE STAFF: | | |  | | |  | | |  |  |  |  | | |  | | |  |
| POSITION TITLE: | |  |  | | |  | | |  | POSITION LEVEL: | | | |  | | | |  |
| DIVISION: | |  |  | | |  | | |  | COLLEGE/DEPARTMENT: | | | |  | | | |  |
| **SECTION B: Performance Assessment (80%)** | | | | | | | | |  |  |  |  | | | |  | |  |
| **College/OVC/Section Outputs** | **Activities** | **Target Value** | | | | | | | | | **Target Achieved specified by individual** | | | **Staff’s Feedback/ comment/ justification** | | | **Final Score by Supervisor** | |
|  |  | **Outstanding (4)** | | | **Very Good (3)** | | **Good (2)** | | **Need Improvement (1)** | |  | | |  | | |  | |
| 1. ……. | 1. 1……… |  | | |  | |  | |  | |  | | |  | | |  | |
|  | 1.2. …….. |  | | |  | |  | |  | |  | | |  | | |  | |
| 2. ………. | 2.1……… |  | | |  | |  | |  | |  | | |  | | |  | |
|  | 2.2……… |  | | |  | |  | |  | |  | | |  | | |  | |
|  |  |  | |  |  | |  |  |  | | **Total** | | |  | | |  | |
|  |  |  | |  |  | |  |  |  | | **Final Score** | | **Total/No. of activities =…………** | | | | | |