



Tutorial on Staff Performance Contracting

By:

Directorate of Performance
Contracting and Appraisal (DiPCA)

JKUAT



Tutorial 2: Preparation of Quarterly Staff Performance Contract Reports

Overview of the Individual Staff Performance Contracting Process

Individual staff will:

- 1) negotiate the contract with the Head of Department (HOD);
- 2) prepare a contract at the beginning of the contract period;
- 3) sign the contract with the HOD;
- 4) carry out the activities specified in the contract;
- 5) maintain evidence of performance
- 6) prepare and submit reports every quarter to the HOD;
- 7) carry out self evaluation of performance

In Tutorial 1: Preparation of Individual Staff Performance Contract, items 1 , 2 and 3 were addressed. In this tutorial it is assumed that the performance contract was finalised. After signing the contract, the staff undertakes the activities required to achieve the targets in the contract. The implementation of the contract continues throughout the contract period as the staff member performs his duties.

It is required that staff members keep records of any documentary evidence that would act as proof of the activities having been undertaken. The evidence supports the quarterly reports that will be submitted during the contract period. The staff prepares and submits quarterly reports to the HOD after the end of every quarter as follows:

| Quarter period | Report submission Date |
|---|--------------------------------|
| July 1 st – September 30 th | Mon 5 th Oct 2015 |
| October 1 st – December 31 st | Tue 5 th Jan. 2016 |
| January 1 st – March 31 st | Tue 5 th April 2016 |
| April 1 st – June 30 th | Tue 5 th July 2016 |

The reports should show the level of achievement for each indicator in the contract. This enables the monitoring and evaluation of your performance.

2. Double-click on the header and enter your P/F Number and Name in the provided space. Should your report, spread to more pages, the header ensures that any loose pages of your contract will be correctly filed. If filling in a hard copy, fill in the header in each page.
3. You will still also fill in your staff details in the section marked 3 as shown in Figure 2. Fill in your Name beginning with the surname, your PF Number, your Designation and your Department in the spaces provided
4. Assuming that you are filling the 1st Quarter Report (covering 1st July to 30th September), mark the box next to "1st" among the four boxes. To mark the appropriate, click inside the check box next to it. The appropriate box will be marked. If you are filling by hand simply tick the appropriate box.
5. Enter the current contract period e.g. 2015/2016 in the provided space.

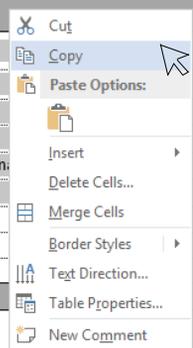
| P/F | 0123 | Names: | XAVIER Y. ZAWADI | | REF: | F-2-53-1-2 | |
|--|-----------------------|--------------|------------------|------------|----------------------------|---------------------------|---|
| Quarterly Performance Contract Report for: (Tick One) <input checked="" type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th Year: 2015/2016 | | | | | | | |
| Name: ZAWADI, XAVIER YOMA <small>Please write your name starting Surname, followed by other names</small> | | | | | | | |
| PF | | 0123 | | Department | | MLS | |
| Designation | | TECHNOLOGIST | | | | | |
| Performance Indicators and Targets (Indicators and targets agreed upon by staff and HOD) | | | | | | | |
| SNo. | Performance Indicator | Units | Weight | Target | Achievement To Date (Self) | Achievement To Date (HoD) | Remarks (Briefly explain the performance e.g. Indicate challenges etc.) |

Figure 2: Entering preliminary details

Note: If filling the form in softcopy, remember to save the document with an appropriate name e.g. "Zawadi2015_2016Q1", and in a drive location that you can easily retrieve in future.

Performance Indicators and Targets (Indicators and targets agreed upon by staff and HOD)

| Performance Indicator | Units | Weight | Target |
|--|-------|-----------|--------|
| 1. Practicals conducted | No. | 3 | 63 |
| 2. Budgets for teaching materials prepared | No. | 1 | 3 |
| 3. Practical assessment administered | % | 2 | 100 |
| 4. Departmental equipment maintained | % | 2 | 100 |
| 5. Inventory of laboratory reagents and consumables maintained | % | 1 | 100 |
| 6. Incident/ occurrence records maintained | % | 1 | 100 |
| TOTAL WEIGHT | | 10 | |



P/F 0123 Names: XAVIER Y. ZAWADI REF: F-2-53-1-2

Quarterly Performance Contract Report for: (Tick One) 1st 2nd 3rd 4th **Year: 2015/2016**
Please indicate year above e.g. 2014/2015

Name ZAWADI, XAVIER YOMA PF 0123 Department MLS Designation TECHNOLOGIST
Please write your name starting Surname, followed by other names Please write your PF Please write your department Please indicate your designation

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Performance Indicators and Targets (Indicators and targets agreed upon by staff and HOD)

| SNo. | Performance Indicator | Units | Weight | Target | Achievement To Date (Self) | Achievement To Date (HoD) | Remarks (Briefly explain the performance e.g. Indicate challenges etc.) |
|------|---|-------|-----------|--------|----------------------------|---------------------------|---|
| 1. | Practicals conducted | No. | 3 | 63 | | | |
| 2. | Budgets for teaching materials prepared | No. | 1 | 3 | | | |
| 3. | Practical assessment administered | % | 2 | 100 | | | |
| 4. | Departmental equipment maintained | % | 2 | 100 | | | |
| 5. | Inventory of laboratory reagents and consumables maintained | % | 1 | 100 | | | |
| 6. | Incident/ occurrence records maintained | % | 1 | 100 | | | |
| | TOTAL WEIGHT | | 10 | | | | |

Figure 3: Entering performance indicators, units, weights and targets from Performance Contract

- Fill in the all the columns for Performance Indicator, Units, Weights and Targets exactly the way they are in your performance contract for the current contract year. If filling this form in soft copy, you may simply copy and paste the contents from the performance contract.

Note: You cannot change the performance indicators, units, weights and targets mid-stream. You must retain them as they are in the contract in all quarterly reports. Always keep your copy of the contract for reference in implementation and reporting.

| | | | | | | | | | |
|---|---------------------|--|--|---|--|---|--|---|--------------|
| Quarterly Performance Contract Report for: (Tick One) | | | | <input checked="" type="checkbox"/> 1 st | <input type="checkbox"/> 2 nd | <input type="checkbox"/> 3 rd | <input type="checkbox"/> 4 th | Year: 2015/2016 | |
| <small>Please indicate year above e.g. 2014/2015</small> | | | | | | | | | |
| Name | ZAWADI, XAVIER YOMA | | | PF | 0123 | Department | MLS | Designation | TECHNOLOGIST |
| <small>Please write your name starting Surname, followed by other names</small> | | | | <small>Please write your PF</small> | | <small>Please write your department</small> | | <small>Please indicate your designation</small> | |

Performance Indicators and Targets (Indicators and targets agreed upon by staff and HOD)

| SNo. | Performance Indicator | Units | Weight | Target | Achievement To Date (Self) | Achievement To Date (HoD) | Remarks (Briefly explain the performance e.g. Indicate challenges etc.) |
|--------------|---|-------|--------|--------|----------------------------|---------------------------|---|
| 1. | Practicals conducted | No. | 3 | 63 | 6 | | |
| 2. | Budgets for teaching materials prepared | No. | 1 | 3 | 1 | | |
| 3. | Practical assessment administered | % | 2 | 100 | 100 | | |
| 4. | Departmental equipment maintained | % | 2 | 100 | 100 | | |
| 5. | Inventory of laboratory reagents and consumables maintained | % | 1 | 100 | 100 | | |
| 6. | Incident/ occurrence records maintained | % | 1 | 100 | 100 | | |
| TOTAL WEIGHT | | | 10 | | | | |

Figure 4: Entering level of achievement

7. Indicate your achievement for this period by entering the actual level of achievement in the "Achievement to Date (Self)" column. The achievement for 1st Quarter is that which was accomplished between July 1st and September 30th.
 - a) For indicators where numerical values are used as targets, the number achieved from the start of the contract period to the end of the particular quarter is directly entered in the achievement (self) column. In this example, 6 practicals were conducted between July and September, therefore "6" is entered as shown in Figure 4. The units of measurement may also be "rank", "score", "currency", "percentage" (of completion) etc., as were set in the contract.
 - b) For indicators where activities are to be performed using regular routines or clearly set-out procedures, and the target is 100%, the extent of fulfilment achieved in carrying out the duties and responsibilities is entered as shown in (b).

Note: You may also have a target of 100% for the contract period based on the level of completion of an indicator, e.g. implementation of a project. In this case, you will enter the actual percentage of completion of the project at the end of each quarter. In the 1st quarter it may be at say, 30% , so the achievement will be entered as 30.

P/F 0123 Names: XAVIER Y. ZAWADI REF: F-2-53-1-2

Quarterly Performance Contract Report for: (Tick One) 1st 2nd 3rd 4th Year: 2015/2016
Please indicate year above e.g. 2014/2015

Name ZAWADI, XAVIER YOMA PF 0123 Department MLS Designation TECHNOLOGIST
Please write your name starting Surname, followed by other names Please write your PF Please write your department Please indicate your designation

Performance Indicators and Targets (Indicators and targets agreed upon by staff and HOD)

| SNo. | Performance Indicator | Units | Weight | Target | Achievement To Date (Self) | Achievement To Date (HoD) | Remarks (Briefly explain the performance e.g. indicate challenges etc.) |
|------|---|-------|--------|--------|----------------------------|---------------------------|---|
| 1. | Practicals conducted | No. | 3 | 63 | 6 | | 6 practicals done in 3 units in the last part of the May-Aug Semester |
| 2. | Budgets for teaching materials prepared | No. | 1 | 3 | 1 | | Budget was prepared in August for the mycology section for the Sep-Nov semester practicals |
| 3. | Practical assessment administered | % | 2 | 100 | 100 | | All practical assessments and end of semester practical exams administered as scheduled for 3 units. 8 |
| 4. | Departmental equipment maintained | % | 2 | 100 | 100 | | Equipment and facilities were monitored and maintained on daily basis. Charts updated. |
| 5. | Inventory of laboratory reagents and consumables maintained | % | 1 | 100 | 100 | | Inventories of reagents and consumables for the mycology section were prepared and updated |
| 6. | Incident/ occurrence records maintained | % | 1 | 100 | 100 | | Records are up-to-date |

Figure 5: Explaining performance in the remarks

- For each indicator, give remarks that briefly explain the activities that have been accomplished, leading to your achieved score. For example, if you had an indicator on “Units Taught”, you should give codes of taught units. In indicators where no activity took place in a particular quarter, you may state that it will be done in subsequent quarters if that is the case. If it
- Attach evidence to support your performance. In the example given, the indicators the evidence required can be as follows:

Indicator 1: can be supported by a copy of workload allocation, practical timetable, or practical attendance register.

Indicator 2: can be supported by a copy of budget

Indicator 3: can be supported by a copy of the exam timetable, practical assessment attendance register and practical exam attendance register.

Indicator 4: can be supported by a copy of the maintenance schedule and charts

Indicator 5: can be supported by a copy of the inventory

Indicator 6: can be supported by a copy of the incidence/ occurrence book/ record

Note: For bulky documents, the cover page or executive summary page or abstract (for publications) will suffice as evidence. The actual document should however be available if required.

P/F 0123 Names: XAVIER Y. ZAWADI REF: F-2-53-1-2

Quarterly Performance Contract Report for: (tick One) 1st 2nd 3rd 4th Year: 2015/2016

Name ZAWADI, XAVIER YOMA PF 0123 Department MLS Designation TECHNOLOGIST

Performance Indicators and Targets (Indicators and targets agreed upon by staff and HOD)

| S.No. | Performance Indicator | Units | Weight | Target | Achievement To Date (Self) | Achievement To Date (HoD) | Remarks (Briefly explain the performance e.g. indicate challenges etc.) |
|---------------------|---|-------|-----------|--------|----------------------------|---------------------------|--|
| 1. | Practicals conducted | No. | 3 | 63 | 6 | 6 | 6 practicals done in 3 units in the last part of the May-Aug Semester |
| 2. | Budgets for teaching materials prepared | No. | 1 | 3 | 1 | 1 | Budget was prepared in August for the mycology section for the Sep-Nov semester practicals |
| 3. | Practical assessment administered | % | 2 | 100 | 100 | 100 | All practical assessments and end of semester practical exams administered as scheduled for 3 units. |
| 4. | Departmental equipment maintained | % | 2 | 100 | 100 | 100 | Equipment and facilities were monitored and maintained on daily basis. Charts updated. |
| 5. | Inventory of laboratory reagents and consumables maintained | % | 1 | 100 | 100 | 100 | Inventories of reagents and consumables for the mycology section were prepared and updated |
| 6. | Incident/ occurrence records maintained | % | 1 | 100 | 100 | 100 | Records are up-to-date |
| TOTAL WEIGHT | | | 10 | | | | |

Signed by:

Member of Staff: XAVIER Y. ZAWADI (Signature) 10 5th October 2015
 Head of Department: DR. A. B. CHABERA (Signature) 12 5th October 2015

Instructions: Please fill in the spaces above and submit to your Head of Department. This should be done every quarter



Figure 6: HoD's evaluation and signing of the quarterly report

- 10. Sign your report and submit it to the HoD accompanied with the necessary evidence.
- 11. The HoD will enter his evaluation of your performance for each indicator.
- 12. The HoD will sign your report and forward to DiPCA for purposes of monitoring and evaluation of your performance.

13. The procedure is repeated at the end of each quarter. On the same template you will mark the appropriate quarter at the title area as explained previously in Step 4., i.e. 2nd, 3rd or 4th quarter. Remember to save your new document each time with an appropriate name e.g. "Zawadi2015_2016Q2", the last bit being replaced each time by "Q3" and "Q4" for the 3rd and 4th quarters respectively.

- a) It is important to note that the column on "Achievement to Date" is a record of the cumulative achievement that considers the current quarter of reporting plus the achievement in all other preceding quarters. For numerical targets, this is a simple addition of all quarterly achievements to date. See indicators 1 and 2 in Figures .
- b) For indicators showing percentage compliance in undertaking duties, the mean achievement since the beginning of the contract period should be carried through the quarters.

For indicators of percentage completion, the progressive attainment of the target towards the target (e.g. 100%) should be reflected in the achievement, say 50% for 2nd quarter, 80% for 3rdquarter, and 95% for 4th quarter if that is the case. This is basically a variation of case (a).

| | | | | | | | | |
|---|---------------------|-------------------------------------|------|--|---|---|--|-----------------|
| Quarterly Performance Contract Report for: (Tick One) | | | | <input type="checkbox"/> 1 st | <input checked="" type="checkbox"/> 2 nd | <input type="checkbox"/> 3 rd | <input type="checkbox"/> 4 th | Year: 2015/2016 |
| | | | | <small>Please indicate year above e.g. 2014/2015</small> | | | | |
| Name | ZAWADI, XAVIER YOMA | PF | 0123 | Department | MLS | Designation | TECHNOLOGIST | |
| <small>Please write your name starting Surname, followed by other names</small> | | <small>Please write your PF</small> | | <small>Please write your department</small> | | <small>Please indicate your designation</small> | | |

Performance Indicators and Targets (Indicators and targets agreed upon by staff and HOD)

| SNo. | Performance Indicator | Units | Weight | Target | Achievement To Date (Self) | Achievement To Date (HoD) | Remarks (Briefly explain the performance e.g. Indicate challenges etc.) |
|---------------------|---|-------|-----------|--------|----------------------------|---------------------------|--|
| 1. | Practicals conducted | No. | 3 | 63 | 34 | | Practicals have been done in 7 units. |
| 2. | Budgets for teaching materials prepared | No. | 1 | 3 | 1 | (a) | Budget was prepared in August. |
| 3. | Practical assessment administered | % | 2 | 100 | 100 | 100 | All practical assessments and end of semester practical exams administered as scheduled for 7 units. |
| 4. | Departmental equipment maintained | % | 2 | 100 | 100 | 100 | Equipment and facilities were monitored and maintained on daily basis. Charts updated. |
| 5. | Inventory of laboratory reagents and consumables maintained | % | 1 | 100 | 100 | (b) | Stores of reagents and consumables for the mycology section prepared and updated |
| 6. | Incident/ occurrence records maintained | % | 1 | 100 | 100 | | Records are up-to-date |
| TOTAL WEIGHT | | | 10 | | | | |

Signed by:

| | | | |
|---------------------------|----------------------|--------------------------|------------------------------|
| Member of Staff | XAVIER Y. ZAWADI | | 5 th January 2016 |
| | <small>Names</small> | <small>Signature</small> | <small>Date</small> |
| Head of Department | DR. A. B. CHABERA | | 5 th January 2016 |
| | <small>Names</small> | <small>Signature</small> | <small>Date</small> |

Figure 7: 2nd quarter report (sample)

Quarterly Performance Contract Report for: (Tick One) 1st 2nd 3rd 4th Year: 2015/2016

Name: ZAWADI, XAVIER YOMA PF: 0123 Department: MLS Designation: TECHNOLOGIST

Performance Indicators and Targets (Indicators and targets agreed upon by staff and HOD)

| SNo. | Performance Indicator | Units | Weight | Target | Achievement To Date (Self) | Achievement To Date (HOD) | Remarks (Briefly explain the performance e.g. indicate challenges etc.) |
|---------------------|---|-------|-----------|--------|----------------------------|---------------------------|---|
| 1. | Practicals conducted | No. | 3 | 63 | 55 | 55 | 55 practicals have been done in 10 units. |
| 2. | Budgets for teaching materials prepared | No. | 1 | 3 | 2 | 2 | Two budgets have been prepared in August and January. |
| 3. | Practical assessment administered | % | 2 | 100 | 100 | 100 | All practical assessments and end of semester practical exams administered as scheduled for 10 units. |
| 4. | Departmental equipment maintained | % | 2 | 100 | 100 | 100 | Equipment and facilities were monitored and maintained on daily basis. Charts updated. |
| 5. | Inventory of laboratory reagents and consumables maintained | % | 1 | 100 | 100 | 100 | Inventories of reagents and consumables for the mycology section were prepared and updated |
| 6. | Incident/ occurrence records maintained | % | 1 | 100 | 100 | 90 | Records are up-to-date |
| TOTAL WEIGHT | | | 10 | | | | |

Signed by:

Member of Staff: XAVIER Y. ZAWADI (Signature) 5th April 2015 (Date)

Head of Department: DR. A. B. CHABERA (Signature) 5th April 2015 (Date)

Figure 8: 3rd quarter report (sample)

14. Explain your performance by progressively building up on the previous quarters reports. If additional activities were done they should be added to the previously given activities.

Quarterly Performance Contract Report for: (Tick One) 1st 2nd 3rd 4th Year: 2015/2016

Name: ZAWADI, XAVIER YOMA PF: 0123 Department: MLS Designation: TECHNOLOGIST

Performance Indicators and Targets (Indicators and targets agreed upon by staff and HOD)

| SNo. | Performance Indicator | Units | Weight | Target | Achievement To Date (Self) | Achievement To Date (HOD) | Remarks (Briefly explain the performance e.g. indicate challenges etc.) |
|---------------------|---|-------|-----------|--------|----------------------------|---------------------------|---|
| 1. | Practicals conducted | No. | 3 | 63 | 75 | 75 | 55 practicals have been done in 10 units. |
| 2. | Budgets for teaching materials prepared | No. | 1 | 3 | 3 | 3 | Two budgets have been prepared in August and January. |
| 3. | Practical assessment administered | % | 2 | 100 | 100 | 100 | All practical assessments and end of semester practical exams administered as scheduled for 10 units. |
| 4. | Departmental equipment maintained | % | 2 | 100 | 100 | 95 | Equipment and facilities were monitored and maintained on daily basis. Charts updated. |
| 5. | Inventory of laboratory reagents and consumables maintained | % | 1 | 100 | 100 | 100 | Inventories of reagents and consumables for the mycology section were prepared and updated |
| 6. | Incident/ occurrence records maintained | % | 1 | 100 | 100 | 85 | Records are up-to-date |
| TOTAL WEIGHT | | | 10 | | | | |

Signed by:

Member of Staff: XAVIER Y. ZAWADI (Signature) 4th July 2016 (Date)

Head of Department: DR. A. B. CHABERA (Signature) 4th July 2016 (Date)

Figure 9: 4th quarter by report (sample)

Note: For indicators where no activity took place in a particular quarter, you may state that if it will be done in subsequent quarters. If it was already done in previous quarters it should appear in the remarks as a completed task.

Your 4th quarter report also doubles as your annual report for the contract period as it captures your accomplishments for the period that will be compared to what you committed to in the performance contract.

Individual targets shall be rated based on achievement relative to the set target by expressing actual performance as a percentage of the agreed target.

See Tutorial 3 for details on evaluation of staff performance contract reports.

Visit DIPCA in Case of Any Query

For further information, welcome to our offices in DiPCA House, next to Fundilima Sacco (Fedha House) in JKUAT, Main Campus.

Contacts: Direct line: 020-2675850
 Mobile: 0724944014 (Director)
 VoIP Extension lines: 1052-1059
 Email: dipca@jkuat.ac.ke

Website: <http://www.jkuat.ac.ke/directorates/dipca/>

