



UNIVERSITY OF NAIROBI

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October 24, 2022

All staff

STAFF PERFORMANCE APPRAISAL EXERCISE FOR FY 2022-2023

Following the roll out of the Staff Performance Appraisal for the FY 2022/2023 period, the following activities are expected to be complete by **November 30, 2022**;

- i. Posting of unit/Department objectives onto Staff Performance Appraisal System (SPAS) - by the Staff Performance Appraisal Administrator.
- ii. Selection of appraisals for the FY 2022/2023 period and assigning supervisors to the appraisees.
- iii. Setting of individual targets and posting the agreed targets onto the system by individual staff in consultation with the Supervisor.

Staff performance progress review by supervisors and Heads of Department will continue up to **March 31, 2023**.

Teaching staff will continue to use the approved excel template until it is fully automated. A copy of the templated can be downloaded from the University intranet.

You are requested to comply with the schedule as circulated on **September 28, 2022** and note that the exercise will close on **June 30, 2023**.

BERNARD D. NJUGUNA
AG. REGISTRAR, ADMINISTRATION

Copy: Vice-Chancellor
Deputy Vice-Chancellor (AA)
Associate Vice-Chancellor (RIE)
Chief Operations Officer

PNN/



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