APPRAISING COMPANY EMPLOYEES:
A CASE STUDY OF THE OFFICE OF THE PRESIDENT AND
CABINET AFFAIRS.

BY

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DECLARATION

Declaration by the Student

This is my original work and has never been presented in any other University for any Academic Award.

Name: IDANJIRU VICTORIA SHALOM Sign ___________ Date 29/04/2013

Declaration by the Supervisor

This research has been submitted with my approval as the Supervisor.

Name: ___________ Sign ___________ Date 29/04/2013

Supervisor
ABSTRACT

This study is an attempt to find out how the employees of the Office of the President and Cabinet Affairs are apprised in order to meet their respective needs and desires. A good appraisal system should enhance individual performance and productivity in order to achieve the whole stated organizational goals and objectives.

This study covers the background information, statement of the problem from which the objectives of the study were derived. The study also presents a review of the study to show how the identified objectives influence appraisal of employees at the Office of the President and Cabinet Affairs. The definition of appraisal is given followed by a theoretical background of appraisal. Literature review is presented on critical success factors for appraisal after which a conceptual framework of the study is given.

The study used a case study in which primary data was used in data collection. The data in this study was collected through a structured questionnaire. It was later edited, coded and analyzed by the researcher through description statistics such as use of tables, graphical presentations pie charts and polygons.

The major findings of the study indicated that all the employees at all levels were aware that appraisal procedures should be adequate and upheld by all parties in the State Office. This was however not the case as there were no clearly defined appraisal procedures, and that the state office was ignorant of this fundamental managerial function. The conclusion was later drawn that the Office of the President and Cabinet Affairs should put in place clearly defined and well understood procedures and policies for appraising all staff in the state office. Lastly it was recommended that the Office of the President and Cabinet Affairs should put in place appraisal procedures and policies that ensure employees meet the general stated goals and objectives of the state office and individual needs and desires.