COUNTY PUBLIC SERVICE BOARD OF NYERI

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Staff Performance Appraisal Form

(For officers on Job Group 'H' and below in the Public Service)

Preamble

1. The Staff Performance Appraisal System (SPAS) is a component of Performance Management System in the Public Service integrating employee participation through work planning, target setting and execution, evaluation, feedback and reporting.
2. This appraisal form will be completed by officers in Job Group 'H' and below and equivalent grades in the public service
3. The Appraisee and the Supervisor should read the SPAS guidelines prior to embarking on the actual appraisal.
4. The Appraisee and the supervisor will agree on the specific tasks/responsibilities to be performed, which should be aligned to the Department objectives.
5. The supervisor and appraisee shall discuss and agree on the performance evaluation and rating at the end of the appraisal period.
7. The completed SPAS report shall be submitted to the Head of HRM at the end of the appraisal period for deliberation by the Performance Management Unit.
8. **Rating Scale:** The following rating shall be used to indicate the level of performance by an Appraisee

Achievement of Performance Targets	Rating Scale	
Achievement higher than 100% of the agreed performance targets.	Excellent	101% +
Achievement up to 100% of the agreed performance targets.	Very Good	100%
Achievement between 80% and 99% of the agreed performance targets.	Good	80% - 99%
Achievement between 60% and 79% of the agreed performance targets.	Fair	60% - 79%
Achievement up to 59% of the agreed performance targets.	Poor	59% and Below

8. Where the Appraisee is not satisfied with the SPAS evaluation, he/she may appeal to the County Public Service Board as provided in the SPAS guidelines.

STAFF PERFORMANCE APPRAISAL REPORT

Performance Appraisal Period: From ..... To .....

Section 1: Employment Details

(i) Personal No ……..... Surname …….....

First Name……..... Other Names…….....

(ii) Designation.....

Job Group/Salary Scale/Pay Grade.....

(iii) Terms of Service ..... (Permanent/Contract)

(iv) Department.....

Directorate/Department/Division.....

Section/Unit.....

Duty Station.....

Section 2: Agreed Performance Targets /Specific Tasks Assignment

	(A) Agreed Performance Targets	(B) Performance Indicator(s)	(C) Achieved results in line with the performance indicator	(D) Performance Appraisal Score (See Rating Scale)
(To be completed by the Appraisee in consultation with the Supervisor at the beginning of the appraisal period)			(To be completed by the Supervisor in consultation with the Appraisee at the end of the appraisal period)	
1				
2				
3				
4				
5				
6				
7				
Total appraisal score on performance targets				
Mean appraisal score (%)				

Supervisor's Name …….…….....

Signature …… Date …….....

Section 4: Staff Training and Development Needs (signed at the beginning of appraisal period)

Appraisee's training and development needs in order of priority as identified by the appraisee and supervisor based on performance gaps

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Appraisee' Signature..... Date.....

Supervisor's Name.....

Signature..... Date….....

Section 5: Appraisee's Comments (signed at the end of appraisal period)

Appraisee's comments on performance including any mitigating factors

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Supervisor's (immediate) remarks if any on Appraisee performance

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Name.....

Signature..... Date.....

Section 6: Recommendation of rewards or sanctions or other intervention(s) to the County Public Service Board by the Performance Management Unit:

i) Reward type (Bonus, Commendation letter etc.): .....

ii) Other interventions (Counseling, Training and Development, etc.) .....

iii) Sanction (Warning, Separation, etc.): .....

iv) Minute No..... Meeting held on.....

Signed:

Chairperson: Name.....

Signature..... Date: .....….....

Secretary: Name.....

Signature..... Date: .....

Authorized Officer: Approved / Not Approved.....

Name: .....

Signature: ..... Date: .....