Staff Performance Appraisal Report

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

Revised 2016
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1. **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 Ministry, Department, Agency (MDA) objectives.

5. The supervisor and appraisee shall discuss and agree on the performance evaluation and rating at the end of the appraisal period.

6. The completed SPAS report shall be submitted to the Head of HRM at the end of the appraisal period for deliberation by the MDAs Performance Management Committee.
7. **Rating Scale:** The following rating shall be used to indicate the level of performance by an Appraisee

<table>
<thead>
<tr>
<th>Achievement of Performance Targets</th>
<th>Rating Scale</th>
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<tbody>
<tr>
<td>Achievement higher than 100% of the agreed performance targets.</td>
<td>Excellent 101% +</td>
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<tr>
<td>Achievement up to 100% of the agreed performance targets.</td>
<td>Very Good 100%</td>
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<tr>
<td>Achievement between 80% and 99% of the agreed performance targets.</td>
<td>Good 80% - 99%</td>
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<tr>
<td>Achievement between 60% and 79% of the agreed performance targets.</td>
<td>Fair 60% - 79%</td>
</tr>
<tr>
<td>Achievement upto 59% of the agreed performance targets.</td>
<td>Poor 59% and Below</td>
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</table>

8. Where the Appraisee is not satisfied with the SPAS evaluation, he/she may appeal to the MPMC 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) Ministry/State Department ...........................................
    Directorate/Department/Division ....................................
    Section/Unit ....................................................................
    Duty Station ....................................................................
### Section 2: Agreed Performance Targets / Specific Tasks Assignment

<table>
<thead>
<tr>
<th>S/No.</th>
<th>Agreed Performance Targets / Specific Tasks Assignment</th>
<th>Expected Performance Indicators</th>
<th>Mid-Year Review (Remarks)</th>
<th>Performance Appraisal Score (See Rating Scale)</th>
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<td>1.</td>
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<td>5.</td>
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</table>

Total appraisal score on performance targets

Mean appraisal score (%)

### Section 3: 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

..........................................................................................................................
..........................................................................................................................
..........................................................................................................................
..........................................................................................................................

Appraisee’ Signature ........................................... Date ........................

Immediate Supervisor’s Name .................................................................
Signature .................................................................................................. Date ..........................
Section 4: 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 5: Recommendation of rewards or sanctions or other intervention(s) to the Cabinet Secretary by the Ministerial Performance Management Committee:

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.................................

Authorized Officer: Approved / Not Approved .................................
Name: .................................................................
Signature: ............................... Date: .....................................................
Contacts
The Secretary/Chief Executive Officer
Public Service Commission
P.O. Box 30095, 00100,
Nairobi, Kenya
Harambee Avenue
Telephone: +254 (020) 2223901-5, 2227471-5
Website: www.publicservice.go.ke
Jobs Portal: psckjobs.go.ke
E-mail: psck@publicservice.go.ke

Mission
To transform the public service to be dynamic, professional, efficient and effective for the realization of national development goals

Vision
To be the lead service commission in the provision, management and development of competent human resource in the Public Service.

Core Values
Integrity
Professionalism
Equity and Diversity
Team Spirit
Transparency and Accountability
Creativity and Continual Improvement