

COUNTY GOVERNMENT OF MERU



County Public Service Board

Staff Performance Appraisal Report

*(For officers on Job Group 'J' and above in the County
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 report will be completed by officers in Job Group 'J' and above and equivalent grades in the public service. Officers in Job Groups 'H' and below will complete a separate appraisal report.
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 set Specific Measurable Achievable Realistic Time-bound (SMART) targets aligned to the County / Departmental / Directorate / Division / Section / Unit objectives as indicated in the annual work plan
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 Chief Officer at the end of the appraisal period for deliberation by the DHRAC and make recommendations to CPMC.
7. The Performance Management Committee Report shall be submitted to CHRAC who shall make a report and recommendation to CPSB at the end of the appraisal period. The CPSB shall communicate their decision to the department and to the County Secretary.
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

9. Performance rating scores shall be based on verifiable evidence.
10. Where the Appraisee is not satisfied with the SPAS evaluation, he/she may appeal to the CPMC/CHRAC as provided in the SPAS guidelines.

STAFF PERFORMANCE APPRAISAL REPORT

Performance Appraisal Period: FromTo

Section 1: Employment Details

(i) Personal NoSurname

First NameOther Names.....

(ii) DesignationTerms of Service.....

Job Group / Salary Scale.....

(iii) Department.....

Directorate / Department / Division.....

Section /Unit.....

Duty Station

(iv) Supervisor's Name

Designation

**Section 2(a): Individual Performance Targets derived
from the Departmental / Directorate / Division /
Section / Unit / Agency- Supervisor's Work Plan**

(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				
Total appraisal score on performance targets				
Mean appraisal score (%)				

Section 2(b): Staff Training and Development Needs

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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Section 2(c): To be signed at the beginning of the appraisal period

Appraisee and management commitment to achieve the agreed performance targets.

Name of Appraisee

SignatureDate.....

Supervisor's Name.....

SignatureDate

(Immediate Supervisor)

Section 3: Mid-Year Review

Agreed Performance Targets		Performance Indicator(s)	Targets changed or added	Remarks (Indicate Level of Achievement)
1				
2				
3				

Supervisor's Name

Signature Date

Section 4: Appraisee's Comments and additional assignments

- a) Appraisee's comments on performance including any mitigating factors

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- b) Additional assignments

- i)
- ii)
- iii)
- iv)

Section 5: Supervisor's comments

Supervisor's comments on appraisee's performance at the end of the year including any factors that hindered performance (Please indicate if the appraisee requires to be put on a performance improvement plan/programme. If so, indicate the type).

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Supervisor's Name.....

Signature Date

Section 6: Recommendation of rewards or sanctions to the CPMC:

- 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:

Chief Officer: Approved / Not Approved

.....

Name.....

SignatureDate:

Contacts

The Secretary/Chief Executive Officer
County Public Service Board
P.O. Box 120, 60200,
Meru, Kenya

Mission

To provide globally competitive workforce to all departments
in the county

Vision

Quality public workforce for the county

Core Values

Professionalism

Impartiality

Efficiency

Social responsibility

Progressive