

REPUBLIC OF KENYA



THE COUNTY GOVERNMENT OF KISUMU

Staff Performance Appraisal Report

CGK/HRM/GN/38A

(For Officers on Job Group 'H' and above in the County Public Service)



PREAMBLE

1. The PAS form is a component of Performance Management System in the Civil Service and Local Authorities and integrates work planning, target setting, performance reporting and feedback.
2. The overall objective of the PAS is to manage and improve performance of the Public Service by enabling a higher level of staff participation and involvement in planning, delivery and evaluation of work performance.
3. This appraisal form will be completed by officers in job Group 'H' and above and officers on salary scale 1-9 in the Civil Service and Local Authorities, respectively. It is expected that both the Appraisee and the Supervisor will read the Guide to the Performance Appraisal System prior to embarking on the actual appraisal exercise. The form is to be filled in triplicate and distributed as follows after the evaluation process:-
 - Original to the Secretary, County Public Service Board;
 - Duplicate to the Appraisee's personal file; and
 - Triplicate to be retained by the Appraisee.

Note: *In the event that an officer has other offices they report to, the officer will be required to complete additional forms that each office will retain a copy)*

STEPS FOR COMPLETING THE PERFORMANCE APPRAISAL FORM

Section 1 (i-iv):	The section is to be completed by the Appraisee
Section 2:	The section will be completed by the Appraisee in consultation with the Supervisor at the beginning of the appraisal period
Section 3(a):	<ol style="list-style-type: none"> (i) The column on the agreed performance targets will be completed by the Appraisee in consultation with the Supervisor (ii) The column on performance indicators shall be completed by the Appraisee in consultation with the Supervisor at the beginning of the Appraisal period (iii) The column on results achieved shall be completed by the Supervisor in consultation with the Appraisee at the beginning of the appraisal period (iv) The column on performance appraisal is to be completed by the Supervisor at the end of the appraisal period using the rating scale provided. Performance of each target will be scored and the total recorded. A mean score will be calculated and recorded as the appraisal score
Section 3(b):	The appraisal results of the previous year will be completed by the Supervisor at the beginning of the appraisal period
Section 4(a):	<ol style="list-style-type: none"> (i) The column on Appraisee's training and development needs will be completed by the Appraisee as agreed with the Supervisor (ii) The column on duration of training will be completed by the Appraisee in consultation with the Supervisor (iii) The column on comments will be filled by both the Appraisee and Supervisor at the end of the appraisal period (iv) The Appraisee and the Supervisor will be required to sign the form
Section 4(b):	The section is to be completed by the second Supervisor at the beginning of the appraisal period

	after discussion with first Supervisor (where applicable)
Section 5(a):	This section shall be discussed and understood by the Appraiser and Supervisor at the beginning of the Appraisal period. The section will be completed by the Supervisor at the end of the appraisal period after discussion with the Appraiser
Section 5(b):	The section will be completed by the Supervisor at the end of the appraisal period after discussion with the Appraiser
Section 6(a):	The section will be completed by the Supervisor after discussion with the Appraiser
Section 6(b):	<ul style="list-style-type: none"> (i) The column on the targets changed or added is to be completed by the Supervisor in consultation with the Appraiser during the mid year review (ii) The column on performance indicators/proof of performance will be completed by the Supervisor in consultation with the Appraiser during the mid year staff performance review (iii) The column on results achieved/performance appraisal will be completed by the Supervisor in consultation with the Appraiser during the mid year staff performance review
Section 7:	The section shall be completed by the Appraiser after end of year performance evaluation
Section 8:	The section will be completed by the second Supervisor at the end of the performance appraisal period (where applicable)
Section 9:	The section is to be completed by the Supervisor and the recommendation submitted to the Department Performance Management Committee for deliberation and recommendation. Approval will be granted by the Authorized Officer.



STAFF PERFORMANCE APPRAISAL REPORT

Period under review: From To

SECTION 1: Personal Particulars

(i) Name Personal No.
(Surname, First Name, Others)

(ii) Department

Directorate..... Unit.....

Duty Station

Current Designation Terms of Service

Job Group With effect from

Acting Appointment/Special Duty (if any).....

Job Group With effect from.....

Supervisor's Name Designation.....

SECTION 2: Departmental Objectives

List the Departmental priority objectives from which performance targets will be derived

- 1.
- 2.
- 3.

SECTION 3(a): Performance Targets

	Agreed Performance Targets <i>(To be completed by the Appraisee as agreed with the Supervisor at the beginning of the Appraisal period)</i>	Performance Indicators/Proof of Performance <i>(To be completed by the Appraisee in consultation with the Supervisor at the beginning of the appraisal period)</i>	To be completed by the Supervisor at the end of the appraisal period	
			Results achieved	Performance Appraisal (See rating scale)
1.				
2				
3				
4.				
5				
6				
Total score on performance targets				
Mean score /Appraisal score (%)				
3 (b) Appraisal results for the previous year (%)				

Rating Scale: The following rating should be used to indicate the level of performance by the Appraisee.

Achievement of Performance Targets		
All Performance Targets consistently exceeded	Excellent	101% -130%
All Performance Targets fully met	Very Good	100%.
Some Performance Targets fully met	Good	80%to 99%.
Performance targets partially met	Fair	50% to 79%
Performance targets not met	Poor	0 to 49%.

Supervisor's comments on performance

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Appraisee's comments on performance

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3 (c) Second Supervisor's comments on targets set by the Appraisee and the Supervisor*(Confirm whether the targets in section 3 are specific, measurable, agreed, realistic and have a timeline)*

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SECTION 4(a): Staff Training and Development Plan

Appraisee's training and development needs <i>(To be completed by the Appraisee as agreed with the Supervisor at the beginning of the appraisal period- (insert course name)</i>	Duration of training (within the appraisal period) including on the job training	Duration of training (beyond appraisal period) including on the job training	Comments on staff training and development undertaken over the appraisal period <i>(To be completed at the end of the reporting period)</i>	
			Comments by Appraisee	Comments by Supervisor

Appraisee's Signature Date

Supervisor's Signature Date

4 (b) Second Supervisor's comments on training needs developed by the Appraiser and the Supervisor
(Confirm whether the training needs identified in 4(a) are relevant to the officer

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Second Supervisor's Name.....**Signature**.....**Date**.....

SECTION 5: Values and Staff Competency Appraisal

This Section shall be completed by the Supervisor after discussion with the Appraiser at the end of the appraisal period. The Supervisor and Appraiser should, however, discuss the values at the beginning of the appraisal period. The definitions of values/competences are as stated in the Guide. The Supervisor should comment on the appraiser possession of each of the values and competences listed below:

5(a): Values and Core Competences

(i) Values

	Excellent	V. Good	Good	Fair	Poor	Comments
Integrity						
Respect for National /Gender Diversity						
Transparency Accountability						
Fairness, Equity & Social Justice						
Confidentiality						

(ii) Core Competences

Core Competences	Excellent	V. Good	Good	Fair	Poor	Comments
Customer Focus						
Professionalism						
Technical Competency						
Communication						
Team work						
Time Management						
Continuous Learning and Performance Improvement						

5(b): Managerial and Supervisory Competences

(This part applies to staff who have managerial and supervisory responsibilities only)

Competency	Appraisal (Positive comments)	(Negative comments)
Planning and Organizing		
Training and Development of Staff		
Accountability in Managing Resources		
Anticipating risks and taking measures to mitigate against them		
Judgement and Objectivity		
Managing and Evaluating Performance		
Promoting use of Information Technology		

Section 6(a): Mid-Year Staff Performance Review

This section shall be completed by the Supervisor after discussion with the Appraisee. *(Comments on the Appraisee's performance including achievements, milestones and any constraints experienced over the first half of the reporting period)*. Supervisor to give comments on the mentioned fields based on Quarterly performance reports

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6(b): Targets Varied Mid Year

Targets changed or added as agreed during mid year performance Appraisal	Performance Indicators/Proof of Performance <i>(To be completed by Appraisee during mid year review)</i>	To be completed by the Supervisor at the end of the appraisal period	
		Results achieved	Performance Appraisal by the Supervisor <i>(See rating scale)</i>
1			
2			
3			

Appraisee's NameSignature.....Date.....

Supervisor's Name SignatureDate

Note: *In the event of an Appraisee's transfer, promotion, redeployment or assignment of other duties other than those specified at the beginning of the appraisal period, the Appraisee's performance shall be assessed on a pro-rata basis.*

SECTION 7: Appraisee's Comments on Appraisal by the Supervisor at the end of the appraisal period
(tick as appropriate)

(i) Did performance related discussions with your supervisor take place during the reporting period? Yes No

(ii) Did the discussions help you? Yes No

(iii) Are you satisfied with the performance ratings awarded you by supervisor? Yes.....No.....

If No, please give your reasons for dissatisfaction(Appraisee will be required to attach indicators).....
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General comments (if any) on your overall performance

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(iii) Comments on your immediate Supervisor's contribution to your achievements

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Appraisee's Signature.....**Date**.....

SECTION 8: Comments by the Second Supervisor

Comments on the consistency and reasonableness of the comments given by the Supervisor and any significant statements made by the Appraisee

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Second Supervisor's Name

Designation **Signature** **Date**

SECTION 9: Recommended Rewards and Sanctions

a) **Rewards** (*Refer to the guidelines*)

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b) **Sanctions** (**Sanctions should be in accordance with current Service Regulations*)

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c) **Other recommended interventions (specify)**

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Supervisor's Name.....**Signature**.....**Date**.....

d) **Recommendation to the Authorized Officer by the Department Performance Management Committee.**

Minute No:.....

Meeting.....

Signed.....

Chairperson :.....**Date**.....

Secretary:.....**Date**.....

Approved/ Not Approved by CHIEF OFFICER/AUTHORISED OFFICER

Any other comments from the Authorized Officer)

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Signed.....**Date**.....