



**REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAROK**

**NAROK COUNTY PUBLIC SERVICE BOARD
&
DEPARTMENT OF PUBLIC SERVICE MANAGEMENT**

Staff Performance Appraisal Report

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

July, 2023



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 Appraiser should read the SPAS guidelines prior to embarking on the actual appraisal.
4. The Appraisee and the Appraiser will agree on the specific tasks/responsibilities to be performed, which should be aligned to the Departmental objectives.
5. The Appraiser 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 Director, Human Resource Management at the end of the appraisal period for deliberation by the County Performance Management Committee.
7. **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 upto 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 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:
- (iii) Terms of Service: (Permanent/Contract)
- (iv) Department: Directorate/Division:
 Section/Unit Duty Station:

Section 2: Agreed Performance Targets /Specific Tasks Assignment

S/No.	Agreed Performance Targets / Specific Tasks Assignment	Expected Performance Indicators	Mid-Year Review (Remarks)	Performance Appraisal Score (See Rating Scale)
1.				
2.				
3.				
4.				
5.				
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

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Appraisee' Signature: Date:

Immediate Supervisor's Name:

Signature: Date:

Section 4: Appraiser's Comments (signed at the end of appraisal period)

Appraiser's comments on performance including any mitigating factors

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Immediate Supervisor's remarks, if any, on Appraiser performance:

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Name:.....Signature:

Date:

Section 5: Recommendation of rewards or sanctions or other intervention(s) to the County Public Service Board by the County Performance Management Committee:

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

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

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iii) Sanction (Warning, Separation, etc):

iv) Minute No Meeting held on **Authorized Officer: Approved /**

Not Approved: Name:

Signature:

Date: