



REPUBLIC OF KENYA

PUBLIC SERVICE COMMISSION

Staff Performance Appraisal Report

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

Revised 2016

Staff Performance Appraisal Report

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

Revised 2016

© 2016 PUBLIC SERVICE COMMISSION

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

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/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

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

.....

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

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

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

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

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