



COUNTY GOVERNMENT OF LAMU

STAFF PERFORMANCE APPRAISAL REPORT

(FOR OFFICERS ON JOB GROUP 'H AND BELOW IN THE COUNTY PUBLIC SERVICE)

NAME OF OFFICER :.....

PF/NO.:

FOR YEAR FROM 1ST JULY 20..... TO 30TH JUNE 20.....

PREAMBLE

1. The overall objective of the SPAS is to manage performance of employees
2. This appraisal report will be completed by officers in Job Group 'H' and below and equivalent grades in the public service.
3. The SPAS form shall be filled in triplicate by the appraisee in consultation with the supervisor and copies distributed as follows after the evaluation processes (Start and End-Year):
 - i. To the Director of Human Resource Management, to be filed in his/her personal file held at HR Registry;
 - ii. To the Appraisee's Personal File (Personal Group File acceptable) held at his/her County Department.
4. The Appraisee and the Supervisor should read the SPAS guidelines prior to embarking on the actual appraisal.
5. The completed SPAS report shall be presented by the Director / Line Manager at the end of the appraisal period for deliberation by the County Departmental Performance Management Committee.
6. **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 between 0% and 59% of the agreed performance targets.	Poor	59% and Below

7. Where the Appraisee is not satisfied with the SPAS evaluation, he/she may appeal to the CPMC as provided in the SPAS guidelines.

Section 3: Staff Training and Development Needs

Appraiser's training and development needs in order of priority as Identified by the appraiser and supervisor based on performance gaps.

Section 4: Supervisor's comments on appraiser's performance at the end of the year including any factors that hindered performance (Please indicate if the appraiser requires to be put on a performance improvement plan/programme. If so, indicate the type).

Supervisor's Name :

Supervisor's Signature : Date:.....

Section 5: Recommendation of rewards or sanctions to the County Secretary by the County Performance Management Steering Committee:

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

(ii) Sanction (Warning, Separation, etc.):.....

(iii) Minute No : Meeting held on :

Signed:

Chairperson: Name :

Signature : Date:.....

Secretary: Name :

Signature : Date:.....

County Secretary and Head of Public Service: Approved/ Not Approved

Signature : Date:.....