



**COUNTY GOVERNMENT OF LAMU**

**STAFF PERFORMANCE APPRAISAL REPORT**

(FOR OFFICERS ON JOB GROUP 'J' AND ABOVE IN THE COUNTY PUBLIC SERVICE)

**NAME OF OFFICER :**.....

**PF/NO.:** .....

**FOR YEAR FROM 1<sup>ST</sup> JULY 20..... TO 30<sup>TH</sup> JUNE 20.....**

## PREAMBLE

1. The Staff Performance Appraisal System (SPAS) is a component of Performance Management System in the Public Service and integrates individual employee work planning, target setting, execution of targets, performance reporting, feedback and appraisal.
2. The overall objective of the SPAS is to manage performance of employees
3. 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
4. The Appraisee and the supervisor will set Specific Measurable Achievable Realistic Time bound (SMART) targets aligned to the Departmental//Section/Unit objectives as indicated in the annual work plan
5. 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;
  - iii. To be retained by the Appraisee.
6. The Appraisee and the Supervisor should read the SPAS guidelines prior to embarking on the actual appraisal.
7. The completed SPAS report shall be presented by the Director of HRM at the end of the appraisal period for deliberation by the County Performance Management Steering Committee (CPMSC).
8. The CPMSC Report shall through the County Secretary be submitted to the County Public Service Board at the end of the appraisal period.
9. Rating Scale: The following rating shall be used to indicate the level of performance by an Appraisee

<b>Achievement of Performance Targets</b>	<b>Rating Scale</b>	
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

10. Performance rating scores shall be based on verifiable evidence.

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

## STAFF PERFORMANCE APPRAISAL REPORT

Performance Appraisal Period: From 1<sup>st</sup> July 20..... To 30<sup>th</sup> June 20.....

### Section 1: Employment Details

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

(ii) County Department :.....

Section/Unit :..... Duty Station :.....

(iii) Designation:..... Terms of Service :.....

Job Group / Salary Scale/Pay Grade:.....

(iv) Supervisor's Name :.....

Designation:.....

### Section 2 (a): Individual Performance Targets derived from Departmental / Section/ Unit Supervisor's Work Plan

(A) Agreed Performance Targets	(B) Performance Indicators	(C) Achieved Results in line with Performance Indicator	(D) Performance Appraisal Score (See rating scale)
To be completed by the Appraiser in consultation with the Supervisor at the beginning of the Appraisal period		To be completed by the Appraiser in consultation with the Supervisor at the end of the Appraisal period	
1.			
2.			
3.			
4.			
5.			
<b>Total score on performance targets</b>			
<b>Mean score /Appraisal score (%)</b>			

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

The Appraisee’s commitment to achieve the agreed individual performance targets.

Name of Appraisee:.....

Signature :.....

Date:.....

Supervisor’s Name :.....

Signature:.....  
(Immediate Supervisor)

Date:.....

**Section 2(c): 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.

**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 :.....

Supervisor’s Signature :.....

Date :.....

**Section 4:** 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).

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:.....