



REPUBLIC OF KENYA



Staff Performance Appraisal Report GP 247 B (Revised 2008)

(For officers on Job Group 'G' and below in the Civil Service and officers on salary scale 10 and below in Local Authorities)



PREAMBLE

1. The overall objective of the Performance Appraisal System (PAS) is to manage and improve performance in the Public Service by enabling a higher level of staff participation and involvement in planning, delivery and evaluation of work performance.
2. The PAS is a component of Performance Management System in the Civil Service and Local Authorities and integrates work planning, target setting, performance reporting and feedback.
3. This appraisal form will be completed by officers in job group G and below and officers on salary scale 10 and below 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. The form shall be filled in duplicate and distributed after the evaluation process as follows:
 - Original to the Appraisee's personal file; and
 - Duplicate to be retained by the Appraisee

STEPS FOR COMPLETING THE PERFORMANCE APPRAISAL FORM

Section 1 (i-iv):	The Section will be completed by the Appraisee.
Section 2:	The Section is to be completed by the Appraisee in consultation with the Supervisor at the beginning of the appraisal period
Section 3(a):	(i) The column on 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 end 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 score of the previous year will be completed by the Supervisor at the beginning of the appraisal period
Section 4a:	(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 shall be filled by both the Appraisee and Supervisor at the end of the appraisal period (iv) The Appraisee and the Supervisor shall be required to sign the form after setting the performance targets
Section 4b:	The section shall be completed by the Head of the Section at the beginning of the appraisal period after discussion with the Supervisor (where applicable)
Section 5:	The section is to be completed by the Supervisor at the of end of the appraisal period after discussion with the Appraisee
Section 6a:	The section is to be completed by the Supervisor after discussion with the Appraisee
Section 6b:	(i) The column on targets changed/added is to be completed by the Supervisor in consultation with the Appraisee during the mid year review (ii) The column on performance indicators/proof of performance will be completed by the Supervisor in consultation with the Appraisee during the mid year staff performance review. (iii) The column on results achieved shall be completed by the Supervisor in consultation with the Appraisee at the end of the appraisal period
Section 7	The section shall be completed by the Appraisee during performance evaluation
Section 8	The section will be completed by the Head of the Section (where applicable) at the end of the performance appraisal period
Section 9	The section will be completed by the Supervisor and the recommendation submitted to the Ministerial Performance Management Committee for deliberation and recommendation. Approval shall 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) Ministry/Department/Local Authority/
Division Section
Duty Station
- (iii) Current Designation Terms of Service
Job Group (Civil Service Staff) With effect from
Salary Scale (Local Authority Staff)..... With effect from
- (iv) Supervisor Name Designation

SECTION 2: Section Functions

List the Section's Priority functions 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 <i>(See rating scale)</i>
1.			
2.			
3.			
4.			
5.			
6			
Total Score on performance targets			
Mean Score /Appraisal score (%)			
3(b): Appraisal score for the previous year (%)			

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

Achievement of Performance Targets		
All Performance Targets consistently exceeded	Excellent	101% +
All Performance Targets fully met	Good	100%
Some Performance Targets fully met	Fair	80 - 99%
Performance Targets partially met	Poor	70 - 79%
Performance Targets not met	Very Poor	Below 70%

Supervisor's comments on performance

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Appraisee's comments on performance

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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)</i>	Duration of training 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) Head of Section'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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Head of Section's Name.....**Signature**.....**Date**.....

SECTION 5: Values and Staff Competences Appraisal

This section will be completed by the Supervisor after discussion with the Appraisee. The Supervisor and Appraisee should however discuss the values at the beginning of appraisal period. The definitions of values/competences are as stated in the Guide. The Supervisor should comment on each of the values and competences listed below:

5: Values and Core Competencies

(i) Values

Values	Comments
Integrity	
Respect for National Diversity	
Respect for Gender Diversity	
Cooperation	
Confidentiality	

(ii) Core Competencies

Core competencies	Comments
Customer/Citizen Focus (<i>as per each Ministry/Local Authority Service Charter</i>)	
Technical Competency (<i>knowledge of the job</i>)	
Communication	
Teamwork	
Time Management	
Proper Use of Resources	
Continuous Learning and Performance Improvement	

Section 6(a): Mid Year Staff Performance Appraisal

This section should 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).

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6(b) Targets varied Mid Year

Targets changed or added as agreed during mid year performance Review	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.			

Supervisor's Name Signature Date

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 *(tick as appropriate)* (To be completed at the end of the appraisal period)

(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) General Comments *(if any)*, on your overall performance

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

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

SECTION 8: Comments by the Head of Section

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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Head of Section's Name:

Designation: **Signature** **Date**

Section 9: Recommended Reward or Sanction

a) A bonus of one month's basic salary for excellent performance will be awarded upon approval by the Authorized Officer.

(b) Tick the recommended sanction for poor and very poor performance:

☐	Warning/cautionary letter for poor performance
☐	Dismissal/termination of appointment for very poor performance

(c) Other recommended interventions (specify)

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

(d) Recommendation to the Authorized Officer by the Ministerial Performance Management Committee

Minute No:

Meeting:

Signed:

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Chairperson

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Date

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Secretary

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Date

Approved/ Not Approved by **PERMANENT SECRETARY/AUTHORIZED OFFICER**

Comments by the Authorized Officer

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Signed

Date