



COUNTY GOVERNMENT OF BUNGOMA

Staff performance appraisal System (SPAS)

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

County Public Service Board 2015/2016

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 Department 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 Departments 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 Very 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 CPMC 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

Gender

(ii) Designation

Job Group/Salary Scale/Pay Grade

(iii) Terms of Service (Permanent/Contract)

(iv) Department.....

(v) Section/Unit.....

(vi) 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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Supervisor's (immediate) 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 Secretary by the County Performance Management Committee:

- i) Reward type (Bonus, Commendation letter etc):
- ii) Other interventions (Counselling, Training and Development, etc).....
- iii) Sanction (Warning, Separation, etc):
- iv) Minute No..... Meeting held on.....

Authorized Officer: Approved / Not Approved.....

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Name.....

Signature: Date: