

MCPSB 37B



**COUNTY GOVERNMENT OF MOMBASA
COUNTY PUBLIC SERVICE BOARD**

STAFF PERFORMANCE APPRAISAL REPORT

(For officers on Job group 'H' and below in the county public service)

Customized; 2017

LIST OF ABBREVIATION/ACRONYM

CPMC	County Performance Management Committee
CPSB	County Public Service Board
DPMC	Department Performance Management Committee
EYP	End Year Appraisal
MYR	Mid-Year Review
PSCK	Public Service Commission of Kenya
SPAS	Staff Performance Appraisal System

Preamble

1. The Staff Performance Appraisal System (SPAS) is a component of Performance Management System in the County 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 county 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 County Departmental 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 Department Performance Management Committee (DPMC).

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

Achievement of the 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 up to 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 DPMC/CPMC/CPSB/PSCK 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:
Pay Grade/Job group:
- (iii) Acting designation:Pay Grade/Job Group
- (iv) Terms of Service:
(Permanent /Contract/Temporary)
- (v) Department:
Directorate / Division:
Section / Unit:
Duty Station:

Section 2: Agreed Performance Targets/Specific Tasks Assignment

(A) Agreed Performance Targets/ Specific Tasks Assignment	(B) Expected Performance Indicators	(C) Achieved results in line with the performance indicator	(D) Performance Appraisal Score (See Rating Scale annex 1)
(To be completed by the Appraisee in consultation with the Supervisor at the beginning of the Appraisal period)		(To be completed by the Supervisor in consultation with the Appraisee at the end of the Appraisal period)	
Total appraisal score on performance targets			
Mean appraisal score (%)			

Section 3: Staff Training and Development Needs (filled at the beginning of the 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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.....

Name of Appraisee:

Signature: Date:

Supervisor's Name:

Signature: Date:.....

(Immediate Supervisor)

Section 4: Mid-Year Review

Agreed Performance Targets	Performance Indicator(s)	Target changed or added	Remarks (Indicate the level of achievement) (See Rating Scale)
1			
2			
3			
4			
5			

Section 5: Appraiser's comments

Appraiser's comments on performance including any mitigating factors:

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Immediate Supervisor's remarks if any on appraiser performance:

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Name:.....

Signature:..... Date:.....

Section 6: Recommendation of rewards or sanctions to the Board by the County Performance Management Committee:

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

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ii) Other interventions (Counseling, Training and Development, etc.)

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iii) Sanction (Warning, Separation, etc.)

.....

iv) Minute No..... Meeting held on.....

Authorized Officer: Approved / Not Approved

.....

Name

SignatureDate:

Contacts

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MISSION

To ensure the citizenry of Mombasa receive quality professional public service in a robust, efficient and effective manner

VISION

To be a leading County Public Service Board in Kenya providing efficient and quality service delivery.

CORE VALUES

- Patriotism
- Professionalism
- Integrity
- Human dignity
- Good governance
- Diversity