



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

**STAFF PERFORMANCE APPRAISAL REPORT**

*(For officers on Job group "H" or its equivalent and below in the county public service)*

**Customized; 2017**

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## **Staff Performance Appraisal Report**

*(For officers on Job group "H" or its equivalent and below in the County Public Service)*

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## **LIST OF ABBREVIATION/ACRONYM**

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

## **1. 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: .....  
**(From date of Appointment/Promotion)**

Section 1: Employment Details

(i) Personal No: ..... Surname: .....

First Name..... Other Names: .....

(ii) Designation: .....

Pay Grade/Job group: .....

(iii) Acting position: .....Pay Grade/Job Group .....

(iv) Terms of Service: .....  
(Permanent /Contract/Temporary)

(v) Department: .....

Division: .....

Unit: .....

Duty Station: .....





**Section 2(a): Individual Performance Targets derived from the Departmental / Directorate / Division / Section / Unit / Supervisor's Work Plan**

*To be completed by the Appraisee in consultation with the Supervisor at the beginning of the appraisal period;*

<b>S/No.</b>	<b>(A) Agreed Performance Targets</b>	<b>(B) Expected Performance Indicators</b>
1		
2		
3		
4		
5		

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

Appraisee and management commitment to achieve the agreed performance Targets

Name of Appraisee: .....

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

Supervisor’s Name .....

Signature ..... Date .....

**(Immediate Supervisor)**

**Section 3 (a): Mid-Year Review**

	<b>Agreed Performance Targets</b>	<b>Performance Indicators</b>	<b>Target changed or added</b>	<b>Remarks (Indicate the level of achievement ) ( See Rating Scale)</b>
1				
2				
3				
4				
5				

**Section 3 (b): Appraiser's comments and additional assignments**

a) Appraiser's comments on performance including any mitigating factors

.....  
.....  
.....

b) Additional assignments

.....  
.....  
.....  
.....  
.....

**Section 4: (a) End Year Appraisal**

*To be completed by the Appraisee in consultation with the Supervisor at the beginning of the appraisal period*

<b>S/NO</b>	<b>(A) Agreed Performance Targets</b>	<b>(B) Expected Performance Indicators</b>	<b>(C) Achieved Results in line with Performance Indicators</b>	<b>(D) Performance Appraisal score ( See Rating Scale)</b>
1				
2				
3				
4				
5				
<b>Total appraisal score on performance targets</b>				
<b>Mean appraisal score (%)</b>				

**Section 4: (b) Appraisee's Comments (signed at the end of appraisal period)**

Appraisee's comments on performance including any mitigating factors

.....  
.....  
.....

Name: .....

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

Supervisor's **(immediate)** remarks of any on Appraisee performance

.....  
.....  
.....

Name.....

Signature..... Date.....

**Section 5: (a) Recommendation of rewards or sanctions or other intervention(s) to the County secretary by the Departmental Performance Management Committee:**

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

.....

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

.....

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

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

**Chairperson (DPMC).....Date .....**

**Chief Officer..... Date .....**

**County secretary..... Date .....**

## **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