PLS

Red Hill Road,off Limuru Road,Gigiri

P.O BOX 54999-00200

KENYA

STAFF PERFORMANCE APPRAISAL REPORT

FOR FINANCIAL YEAR   **2022/2023**   **(To be completed in TRIPLICATE)**

Appraisal Start Date: **6/30/2023**   **Appraisal End Date:**   **6/30/2023**

INTRODUCTION

Staff Performance Appraisal system (SPAS) is founded on the principle of work planning, setting of agreed performance targe performance appraisal is linked to other human resource systems and processes, including staff development, career progres

General Information	
Appraisal No:	
Employee No:	
Employee Name:	
Position:	
Supervisor No:	
Supervisor Name	
Desgnation	
Individual PC No	

SECTION II:PERFORMANCE TARGETS SETTING

This section will be filled by the Appraisee by indicating his/her performance targets during the financial year i.e. targets from i Centre/Department/Section/Unit annual work plan at the beginning of the financial year.

Performance Indicators and Targets	
Duties and Responsibilities	Performance Indicators
RE-DESIGN THE CORPORATE WEBSITE AND CONTINUALLY UPDATE THE WEBSITE	A RE-DESIGNED WEBSITE
DEVELOP AND IMPLEMENT AN ICT RECOVERY PLAN	AN ICT RECOVERY PLAN ADOPTED
Coordinates the implementation of departmental strategies on ICT infrastructure to align with the corporate strategy;	
Interprets policies and participates in ICT programmes in line with ICT goals and strategic objectives;	
Prepares monthly, quarterly and annual sectional reports;	
Undertakes periodic review of ICT systems projects and procedures and recommends improvements;	
Implements national and international ICT quality management systems;	
Prepares ICT status reports and implements ICT professional standards and guidelines;	
Undertakes ICT feasibility studies and market research, including latest information technology trends and evaluating results for implementation;	
Initiates policy review and updates existing regulations on computing management;	
Drafts specifications for ICT services and projects;	

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APPRAISAL0003
0165
Zachary K. Waweru
0149
Francis N. Kibaru
INDPC0031

ndividual work plan, which should be derived from

	Agreed Performance Targets
	23
	10
	10
	10
	10
	10
	10
	10
	10
	10
	10

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Formulates and presents suggestions for development of ICT strategic plans; and
Drafts implementation suggestions on relevant emerging new technologies and development of new enterprise applications;
Manages implementation of corporate ICT disaster recovery and business continuity strategies;
Directs development of ICT system controls and access management, including monitoring, control and evaluation of system use to promote system safety and security;
Controls development and implementation of hardware and software standards for networks, servers, databases, and ICT services;
Plans, coordinates, monitors and evaluates the development and implementation of systems and project activities;
Manages effective provisioning, installation/configuration, operation, and administration of systems hardware and software and related infrastructure;
Mentors and coaches staff under him/her; and
Implements performance management system;
Drafts departmental strategies on ICT infrastructure to align with the corporate strategy;

Name of Appraisee ………………………………………… Signature ………………. Date …………………
Name of Appraiser ………………………………………...Signature ………………...Date…………………

Performance Rating Guidelines

Achievement of Performance Targets	Lower Limit(%)	Upper Limit(%)	Grade
Achievement higher than 100% of the agreed performance targets.	101	200	EXCELLENT
Achievement up to 100% of the agreed performance targets.	100	100	VERY GOOD
Achievement between 80% and 99% of the agreed performance targets.	80	99	GOOD
Achievement between 60% and 79% of the agreed performance targets.	60	79	FAIR
Achievement up to 59% of the agreed performance targets.	0	59	POOR

Appraisal Details

Duties and Responsibilities	Desired Direction	Performance Indicators	Agreed Targets
RE-DESIGN THE CORPORATE WEBSITE AND CONTINUALLY UPDATE THE WEBSITE	Increasing KPI		23
DEVELOP AND IMPLEMENT AN ICT RECOVERY PLAN	Increasing KPI		10

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		10
		10
		10
		10
		10
		10
		10
		10
		10
		10

Default Score Value	Lower Limit Value	Upper Criteria Value	Criteria Value Range Span
5	3.02	5	1.98
4	3	3	0
3	2.6	2.98	0.38
2	2.2	2.58	0.38
1	0	2.18	2.18

Achieved Result	Perfomance Score	Actual (%) Score	Attained Grade
0	1	0	POOR
0	1	0	POOR

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Coordinates the implementation of departmental strategies on ICT infrastructure to align with the corporate strategy;	Increasing KPI		10
Interprets policies and participates in ICT programmes in line with ICT goals and strategic objectives;	Increasing KPI		10
Prepares monthly, quarterly and annual sectional reports;	Increasing KPI		10
Undertakes periodic review of ICT systems projects and procedures and recommends improvements;	Increasing KPI		10
Implements national and international ICT quality management systems;	Increasing KPI		10
Prepares ICT status reports and implements ICT professional standards and guidelines;	Increasing KPI		10
Undertakes ICT feasibility studies and market research, including latest information technology trends and evaluating results for implementation;	Increasing KPI		10
Initiates policy review and updates existing regulations on computing management;	Increasing KPI		10
Drafts specifications for ICT services and projects;	Increasing KPI		10
Formulates and presents suggestions for development of ICT strategic plans; and	Increasing KPI		10
Drafts implementation suggestions on relevant emerging new technologies and development of new enterprise applications;	Increasing KPI		10
Manages implementation of corporate ICT disaster recovery and business continuity strategies;	Increasing KPI		10
Directs development of ICT system controls and access management, including monitoring, control and evaluation of system use to promote system safety and security;	Increasing KPI		10
Controls development and implementation of hardware and software standards for networks, servers, databases, and ICT services;	Increasing KPI		10
Plans, coordinates, monitors and evaluates the development and implementation of systems and project activities;	Increasing KPI		10

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0	1	0	POOR
0	1	0	POOR
0	1	0	POOR
0	1	0	POOR
0	1	0	POOR
0	1	0	POOR
0	1	0	POOR
0	1	0	POOR
0	1	0	POOR
0	1	0	POOR
0	1	0	POOR
0	1	0	POOR
0	1	0	POOR
0	1	0	POOR
0	1	0	POOR

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Manages effective provisioning, installation/configuration, operation, and administration of systems hardware and software and related infrastructure;	Increasing KPI		10
Mentors and coaches staff under him/her; and	Increasing KPI		10
Implements performance management system;	Increasing KPI		10
Drafts departmental strategies on ICT infrastructure to align with the corporate strategy;	Increasing KPI		10

Assessment on Work Related Attributes

This section shall be filled by the Appraiser during a joint discussion with the Appraisee. The maximum score for this section
the overall performance score. The ratings for this area are; **5 = Excellent, 4 = Very good, 3 = Good, 2 = Fair, and 1 = Poor**

Work Related Attributes

Attributes	Indicators	Target Rating	Achie
Communication Skills	Ability to communicate effectively by sharing information to facilitate achievement of set goals and objectives.	5	
Communication Skills	Demonstrates tact and diplomacy.	5	
Communication Skills	Promotes the use of Information Communication Technology.	5	
Communication Skills	Demonstrates discipline and good conduct through respect for rules, regulations and procedures that govern his/her work.	5	
Positive Attitude	1.Demonstrates an appreciation and respect for rules, regulations and procedures that govern his/her work.	5	
Positive Attitude	2.Receptive to change and new ideas.	5	
Positive Attitude	3.Demonstrates integrity and honesty during performance of work as well as cost consciousness in use of resources.	5	
Positive Attitude	4.Maintains harmonious and effective work relationships with co-workers.	5	
Leadership	1.Inspires team members to put in extra effort by providing suggestions geared towards improving work processes.	5	
Leadership	2.Adapts to changing priorities and demands.	5	
Leadership	3.Readily participates in team activities.	5	
Leadership	4.Actively provides suggestions geared towards improving work processes.	5	

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0	1	0	POOR
0	1	0	POOR
0	1	0	POOR
0	1	0	POOR

is a total rating of 65, which is equivalent to 30% of

eved Rating	Remarks
5	
5	
4	
4	
4	
4	
5	
5	
5	
5	
2	
3	

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Leadership	5.Demonstrates inclusivity, respect for all staff, and fairness to all staff.		5

Kindly sign Appraisee ………………………Appraiser…………………………

Score

Catetogy	Performance Score		Actual Score
Performance Appraisal Score	4.71	(Multiplied by 70%)	
Work Related Attribute Score	52	(Multiplied by 30%)	

Performance Appraisal Report

PERFORMANCE IMPROVEMENT PLAN/PROGRAMME
To be completed jointly, by the Appraisee and the Appraiser at the end of the appraisal period (Comment on appropriate perfc
appropriate placement, counselling, etc)

SECTION V:Performance Improvement Plan Items

Number	Category	Description

Name of Appraisee …………………………………………… Signature ………………. Date …………………
Name of Appraiser …………………………………………..Signature ………………...Date…………………

STAFF TRAINING DEVELOPMENT NEEDS
 Appraisee Training and Development needs in order of priority as identified by appraisee and supervisor based on performan
appraisal period.

SECTION VI:Staff Training Development Needs Items

Number	Category	Description

Name of Appraisee …………………………………………… Signature ………………. Date …………………
Name of Appraiser …………………………………………..Signature ………………...Date…………………

	Grade
3.30	POOR
24.00	
27.30	

ormance improvement plan e.g. training, job rotation,

ace gaps to be completed jointly at the end of the