

REPUBLIC OF KENYA

THE JUDICIARY

JUDICIARY PERFORMANCE APPRAISAL FORM

*The form is to be filled in triplicate and distributed after the evaluation process as follows: -*

1. *Original to the Chief Registrar of the Judiciary and filed in the employee’s Personal File;*
2. *Duplicate to be retained in the station File;*
3. *Triplicate to be retained by the Appraisee.*

*It is expected that both the Appraisee and the Appraiser will read the Guide to the Performance Appraisal System prior to embarking on the actual appraisal. Additional information may be attached where necessary*

Review Period: From: 1st July 2022 To: 30th June 2023

APPRAISEE PARTICULARS (To be filled by the Appraisee)

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Names** | *EmployeeName\_PerfomanceContractHeader* | PJ No. | *EmployeeNo* |
| **Court/Registry/Directorate** | *DICT* | Department/Section | *Responsibility\_Center\_Name* |
| **Duty Station** | *DutyStation* | Current Designation | *Position\_PerfomanceContractHeader* |
| **Terms of Service** | *TermsofService* | Grade | *Grade* |
|  | With effect from |  |
| **Acting Appointment/Special Duty (if any)** | *ActingAppointment* | Grade of Acting Appointment | *ActingJobID\_PerfomanceContractHeader* |
| *ActingJobID\_PerfomanceContractHeader* | With effect from |  |

**APPRAISER’S PARTICULARS**

Appraiser’s Name: *SupervisorsEmployeeName\_PerfomanceContractHeader* Designation

SECTION 1: PERFORMANCE MEASUREMENT

1. Directorate’s Priority Objectives
2. Provision for the expeditious delivery of Justice through Adoption of ICT Solutions
3. Develop the Automation of the Administrative for Operational Efficiency
4. Develop and Establish Reliable ICT Infrastructure
5. Approval of the ICT Policy and ICT Master Plan
6. Approval of the ICT Standard Operating Procedures
7. Performance Targets and Assessment *(Total Score ≥ 80 %)*

*Nb-this can exceed 80% in-case targets are surpassed. Duties /responsibilities should be comprehensive and equitably distributed*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Appraisee Duties/Responsisbilites | Agreed Performance Target | Performance Indicator | Target | Actual Achievement |
| PASActivity\_PerformanceTargets | IndividualTarget\_PerformanceTargets | PerformanceIndicator\_PerformanceTargets | Target\_PerformanceTargets | Score\_PerformanceTargets |

Appraisee:

EmployeeName\_PerfomanceContractHeader Date:………..…

Appraiser’s comments on performance during assessment

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Any additional information by Appraisee during assessment including any performance milestone or constraint

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Signing During Assessment

Appraiser...................................Date.................... Appraisee..................................Date.............................

**C-VALUES *(Total Score 20%)***

|  |  |  |  |
| --- | --- | --- | --- |
| Core Value | Appraisee Contribution | Score | Appraisers Comments |
| CoreValue\_PASCoreValues | AppraiseeComments\_PASCoreValues | Score\_PASCoreValues | AppraisersComments\_PASCoreValues |

Any additional information by Appraisee in regard to part C above including any performance milestone or constraint

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TOTAL SCORE AND RATING

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Technical score (Out of 80%) |  | Values score  (Out of 20%) |  | | Overall Score | |  |
| Rating Scale | | | | | | | |
| **Performance Attributes** | | | | **Performance Grade** | | **Rating** | |
| All targets Highly exceeded | | | | Outstanding | | 120%+ | |
| All targets exceeded | | | | Excellent | | 101 -119% | |
| All targets fully met | | | | Very good | | 100% | |
| More than 3 quarters of the targets met | | | | Good | | 75%-99% | |
| More than half but less than ¾ of the targets met | | | | Average | | 50%-74% | |
| Less than half of all Targets met | | | | Poor | | 49% or below | |

SECTION 2: MID-YEAR STAFF PERFORMANCE REVIEW

*(To be filled by the appraiser in the middle of the appraisal period)*

Appraisee comments on Performance or any Constraint faced

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Appraisee’s Name: ……………………………..Signature: …………………..…Date………………………..

Appraiser comments on appraisee Performance

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Appraiser’s Name … ………………… ………Signature ………….……....…Date …………………..………SECTION 3: RECOMMENDED REWARD OR SANCTION *(to be filled by the appraiser at the end of the appraisal period)*

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SECTION 4: RECOMMENDED INTERVENTIONS *(to be filled by the appraiser at the end of the appraisal period)*

(Specify: re-deployment, Training, couching and mentoring, re-orientation, peer counselling Review of targets, guidance and counselling or any other appropriate intervention)

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**SECTION 5: APPRAISEE TRAINING AND DEVELOPMENT NEEDS** *(To be completed by the Appraisee as agreed with the Supervisor at the end of the appraisal period* ***)***

Training Requests

SECTION6: COMMENTS BY THE SECOND SUPERVISOR (*e.g.* *Resident Judge for all magistrates while other employees are as where applicable. Comment on the consistency and reasonableness of the comments given by the Supervisor and any significant statements made by the Appraisee*)

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Name................................................... Designation …………...Signature ……………….. Date …………

SECTION 7: REWARDS AND SANCTIONS

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| **Recommendation by the Rewards and Sanctions Committee** |
| Recommended Reward/Sanction  …………………………………………………………………………………………………………  …………………………………………………………………………………………………………  Signed by the Chairperson…………………………. Date …………………. |
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| --- | --- |
| Approval by Chief Registrar of the Judiciary | |
| Approved |  |
| Not Approved |  |
| Any other intervention |  |