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**Staff Performance Appraisal Report**

**STEPS FOR COMPLETING THE PERFORMANCE APPRAISAL FORM**

Section 1 This section will be completed by the Appraisee.

Section 2: This section will be completed by the Appraisee in consultation with the supervisor.

Section 3:

(i) This column will be completed by the Appraisee in consultation with the supervisor

(ii) The column on Results Achieved will be completed by the Supervisor in consultation with the Appraisee at the end of the appraisal period

(iii) The column on Performance Appraisal will be completed by the Supervisor at the end of the appraisal period using the rating scale provided.

(iv) The column on Reasons will be completed by the supervisor in consultation with the Appraisee.

Section 4:

(i) The first column on Appraisee’s training and development will be completed by the Appraisee as agreed with the Supervisor.

(ii)The second column on Duration of training will be completed by

the Appraisee in consultation with the Supervisor.

(iii) The Third Column on Comments will be filled by both the Appraisee and Supervisor at the end of the appraisal period. The Appraisee and the Supervisor will be required to sign the form.

Section 5a: This section will be completed by the Supervisor after discussion with

the Appraisee.

Section 5b:

**(**i) The first column in this Section will be completed by the Supervisor in consultation with the Appraisee during the mid-year review.

(ii) The second column on the Results Achieved will be completed by the Supervisor in consultation with the Appraisee at the end of the Appraisal period.

(iii) Column three on the Performance will be completed by the Supervisor in consultation with the Appraisee at the end of the appraisal period.

(iv) The column on Reasons will be completed by the Supervisor in consultation with the Appraisee at the end of the appraisal period

Section 6a: This Section will be completed by the Supervisor at the end of the appraisal period, after discussion with the Appraisee.

Section 6b: This Section will be completed by the Supervisor at the end of the appraisal period after discussion with the Appraisee.

Section 7: This Section will be completed by the Supervisor at the end of the appraisal period, having regard to achievement of the performance targets and appraisal of competencies and values.

Section 8: This Section will be completed by the Appraisee after the performance appraisal.

Section 9: This Section will be completed by the Second Supervisor at the end of the performance appraisal process.

**STAFF PERFORMANCE APPRAISAL REPORT**

Period under Review: From: **……………**…… To: **………………………..**

**SECTION 1:** Personal Particulars

Name: **…………………………………….** Personal No. **………………………….**

(Surname, First Name, Others)

Directorate: **…………………………………………………………………..**

Department: **………………………………………………………………….**

Duty Station: **…………………………………………………………………**

Current Designation: …………………… Terms of Service: **……………….**

Job Group: **……………..** With effect from: **………………………..**

Salary Scale:………………….. With effect from: **…………………………..**

Acting Appointment/Special Duty (if any)……………………………………………..

Job Group …………………………………………. with effect from ….………………………….

Salary Scale ………………………………………… with effect from …………………….…….

|  |
| --- |
| Supervisor’s Name: **……………………** Designation: **…………………………..** |

**SECTION 2: Departmental objectives (To be completed by the Appraisee as agreed with the supervisor)**

List the Departmental Priorities Objectives from which Performance Targets will be derived;

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**SECTION 3: Performance Targets**

**PERFORMANCE RATING ON 5 KEY RESULT AREAS (TO BE COMPLETED BY SUPERVISOR AND SCORES AGREED BETWEEN THE SUPERVISOR AND APPRAISEE)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agreed Performance Targets.**  **(To be completed by the appraise as agreed with the Supervisor at the beginning of the Appraisal period)** | **To be completed by the Supervisor at the end of**  **the Appraisal period** | | |
| **Results achieved** | **Performance Appraisal**  **(See rating scale)** | **Reasons** |
|  |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

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

|  |  |  |
| --- | --- | --- |
| **Achievement of Performance Targets** |  |  |
| All Performance Targets consistently exceeded | Excellent | 100% and Above |
| All Performance Targets Fully met | Very Good | 90%-99% |
| Some Performance Targets fully met | Good | 70%-89% |
| All Performance Targets partially met | Fair | 50%-69% |
| All Performance Targets not met | Poor | 0% -49% |

**SECTION 4: Staff Training and Development Plan.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Appraisee’s training and development needs required to achieve the expected results**  **(To be completed by the Appraisee as agreed with the supervisor at the beginning of the Appraisal period)** | **Duration of Training including on the Job Training** | **Comments on staff training and development undertaken over the Appraisal period**  **(To be completed at the end of the reporting period)** | |
| **Comments by Appraisee** | **Comments by Supervisor** |
|  |  |  |  |

Appraisee’s Signature………………………………………… Date…………………….

Supervisor’s Signature………………………………………… Date………………….

**SECTION 5: Values / Staff Competency Appraisal.**

This Section should be completed by the Supervisor after discussion with the Appraisee. The definitions of values/competencies are as stated in the Guide. The Supervisor should assess the Appraisee and indicate his views under the Appraisal column.

*(SCORE ON A SCALE OF 5-1,* ***5*** *BEING THE HIGHEST AND* ***1*** *BEING THE LOWEST SCORE FOR EACH ITEM)*

**5(a): Values / Core Competencies.**

|  |  |
| --- | --- |
|  | **Appraisal** |
| **(i) Values** | |
| Integrity |  |
| Respect for National Diversity/Gender |  |
| Patriotism |  |
| Demonstrates and Upholds Public Service Values as stipulated in the Public Ethics Act |  |
|  |  |
| **(ii) Core Competences** | |
| Professionalism |  |
| Technical Competency |  |
| Communication |  |
| Team Work |  |
| Time Management |  |
| Creativity |  |
| Continuous learning and performance improvement |  |
| Customer / Citizen focus |  |
| **Total** |  |

**5(b): Managerial and Supervisory Competencies.**

(This part applies to staff that have managerial and supervisory responsibilities)

*(SCORE ON A SCALE OF 5-1,* ***5*** *BEING THE HIGHEST AND* ***1*** *BEING THE LOWEST SCORE FOR EACH ITEM)*

|  |  |
| --- | --- |
| Competency | Appraisal |
| Adheres to the Leadership/ Management Accountability Framework |  |
| Planning and Organization |  |
| Training and Development of Staff |  |
| Managing Resources and Accountability |  |
| Anticipates risks and takes measures to mitigate against them |  |
| Judgment and Objectivity |  |
| Managing Performance |  |
| Promote use of Information Technology. |  |
| Professionalism |  |
| **Total** |  |

**SECTION 6(a): Mid Year Staff Performance Appraisal**

This section should be completed by the Supervisor after discussion with Appraisee. (Comment on the appraisee’s performance including achievement, milestones and any constraints experienced over the first half of the reporting period).

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

|  |  |  |  |
| --- | --- | --- | --- |
| **6(b): Targets Changed or Added as agreed during mid-year performance Appraisal** | **To be completed by the Supervisor at the end of the Appraisal Period.** | | |
| **Results achieved** | **Performance Appraisal by the Supervisor**  **(see rating scale)** | **Reasons** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SECTION 7: Overall Appraisal.**

Overall appraisal by the Supervisor: (Comment on the Appraisee’s overall performance and any other strengths, skills or qualities which he /she has)

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Supervisor’s Name: ………………………………………………………………………………………………

Signature……………………………………………………….Date…………………………………………..…..

**SECTION 8. Appraisee’s Comments on Appraisal by the Supervisor**

|  |  |  |  |
| --- | --- | --- | --- |
| **(a)** | Did performance related discussions take place during the reporting period with your Supervision? | Yes | No  ￼ |

**8(b). General Comments.** (If any), on your overall performance.

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

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

**SECTION 9: Comments by the Second Supervisor**

|  |  |
| --- | --- |
| Comments by the Second Supervisor.  Comments on the consistency and reasonableness of the comments given by the Supervisor and any significant statement (s) made by the Appraisee. |  |

Second Supervisor’s Name: ………………………………………………………………………

Designation: ………………………..Signature………………………….Date………………….