



**COUNTY GOVERNMENT OF VIHIGA**

**Staff Performance Appraisal Report**  
*(For Officers on Job Group 'H' and below in the County Public Service)*

**SPAS FORM (A)**

*Revised © July, 2025*

## 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, reporting, feedback and appraisal.
2. This appraisal form will be completed by officers in Job Group 'H' and below and equivalent grades in the public service.
3. The overall objective of the SPAS is to manage performance of employees
4. The Appraisee and the Appraiser should read the SPAS guidelines prior to embarking on the actual appraisal.
5. The Appraisee and the Appraiser will agree on the specific tasks/responsibilities to be performed, which should be aligned to the CIDP objectives.
6. The SPAS form shall be filled by the Appraisee in consultation with the supervisor.
7. The Appraiser and Appraisee shall discuss and agree on the performance evaluation and rating at the end of the appraisal period.
8. The completed SPAS report shall be submitted to the County Director of HRM at the end of the appraisal period for deliberation by the County Performance Management Committee.
9. Rating Scale: The following rating shall be used to indicate the level of performance by an Appraisee.

ACHIEVEMENT OF PERFORMANCE TARGETS	PERFORMANCE GRADE	RATING SCALE	
Achievement higher than 101% of the agreed performance targets	Exceptional, exceeded expectations	101% +	5
Achievement up to 85% and 100% of the agreed performance targets	Very Good	85% - 100%	4
Achievement between 65% and 84% of the agreed performance targets	Good	65% - 84%	3
Achievement between 50% and 64% of the agreed performance targets	Fair	50% - 64%	2
Achievement up to 49% of the agreed performance targets	Poor	49% and Below	1

10. Performance rating scores shall be based on verifiable evidence.
11. Where the Appraisee is not satisfied with the SPAS evaluation, he/she may appeal to the Departmental Performance Management Committee (DPAC) as provided in the SPAS guidelines.

## **Staff Performance Appraisal Report**

Performance Appraisal Period: From ..... To .....

**SECTION 1: EMPLOYMENT DETAILS (to be filled by the Appraisee)**

i) Personal No; ..... Surname: .....

First Name: ..... Middle Name: .....

Other Names: .....

ii) Designation: .....

Job Group: ..... Terms of Service: ..... (Permanent/Contract)

iii) Department: .....

Directorate: .....

Section/Unit: ..... Duty Station: .....

iv) Supervisor's Name: .....

Designation: .....

**SECTION 2 (A): AGREED PERFORMANCE TARGETS/SPECIFIC TASKS ASSIGNMENT**

S/N	Agreed Performance Targets / Specific Tasks Assignment	Expected Key Performance Indicators
	(To be completed by the Appraisee in consultation with the Appraiser at the beginning of the appraisal period or when a new employee is engaged)	

**Commitment to achieve the agreed performance targets.**

Appraisee Signature: -----

Date-----

Appraiser Signature: -----

Date-----

SECTION 2 (B): MID-YEAR REVIEW (*To be completed during the Mid-Year Review*)

S/N	Agreed Performance Targets / Specific Tasks Assignment	Progress Review	Remarks By Appraiser on Appraisee's Performance)
	(To be completed by the Appraisee)		To be completed by the Appraiser

Appraisee Signature: -----

Date-----

Appraiser Signature: -----

Date-----

**SECTION 3(A): ANNUAL APPRAISAL REPORT**

S/N	Agreed Performance Targets / Specific Tasks Assignment	Key Performance Indicators	Achieved Results\ Score (By Appraisee (See Rating Scale))	Achieved Results\ Score (By Appraiser See Rating Scale)	Agreed Performance Appraisal Score (See Rating Scale) 3(A)
	(To be completed by the Appraisee at the end of the appraisal period)			(To be completed by the Appraiser in consultation with the Appraisee at the end of the appraisal period)	
<b>Total appraisal score on Performance Targets</b>					
<b>Mean Appraisal Score (%)</b>					

**NOTE:****Appraisal Ratings/Scores**

The Appraiser (immediate supervisor) must ensure that the appraisal ratings/scores are based on the reported achievements for each performance indicator, supported by verifiable and documented evidence of performance presented by the Appraisee.

Appraisee Signature: -----

Date-----

Appraiser Signature: -----

Date-----

### SECTION 3(B): SPECIAL ASSIGNMENTS

Rate the Appraisee's performance on each of the special assignments given using the rating scale indicated.

Using a rating scale where 5 = Excellent, 4 = Very Good, 3 = Good, 2 = Fair, 1 = Poor

GRADE	DESCRIPTION	RATING SCALE
Excellent	Fully met and often exceeded expectations	5
Very Good	Fully met expectations	4
Good	Met most expectations	3
Fair	Met some expectations	2
Poor	Did not meet expectations	1

Special assignments rating score is 20% calculated as indicated in the table.

S/N	Special Assignments	Expected Performance Indicators	Appraisee Rating Scale (5-1) (Annual Review)	Appraiser Rating Scale (5-1) (Annual Review)	Agreed Achieved Results in line with the Performance Indicator Scale (5-1) (Annual Review) 3(B)
(To be completed by the Appraiser in consultation with the Appraisee at the end of the appraisal period)					
<b>Total Score</b>					
<b>Mean Score x 20% (Special Assignments Score)</b>					

Appraisee Signature: -----

Date-----

Appraiser Signature: -----

Date-----

**SECTION 3(C): CORE ATTRIBUTES/CORE VALUES**

Rate the Appraisee's performance on each of the following areas using the rating scale indicated. Using a rating scale where 5 = Excellent, 4 = Very Good, 3 = Good, 2 = Fair, 1 = Poor Assess the level of performance against the Core Attributes in line with the County's Public Service Core Values.

GRADE	DESCRIPTION	RATING SCALE
Excellent	Fully met and often exceeded expectations	5
Very Good	Fully met expectations	4
Good	Met most expectations	3
Fair	Met some expectations	2
Poor	Did not meet expectations	1

Core Attribute/Core Values rating score is 10% calculated as indicated in the table.

S/N	Core Attributes / Core Values	Key Performance Indicators (Annual Review)	Appraisee Rating Scale (5-1) (Annual Review)	Appraiser Rating Scale (5-1) (Annual Review)	Agreed Achieved Results in line with the Performance Indicator Scale (5-1) (Annual Review) 3(C)
	(To be completed by the Appraiser in consultation with the Appraisee at the end of the appraisal period)				
1.	Professionalism: Encompasses the Appraisee's behavior, communication skills and adherence to workplace standard, punctuality, attire and how they handle tasks and responsibilities. Whether they maintain a respectful and positive demeanor when interacting with colleagues and clients.				
2.	Accountability: The Appraisee's willingness to take responsibility for their actions and decisions. Their reliability in meeting deadlines, following through on commitments, and owning up to mistakes. A strong sense of accountability fosters trusts within a team.				
3.	Teamwork: Evaluates the Appraisee's ability to collaborate effectively with others. Their communication, willingness to assist peers and ability to contribute to group goals. A good team player not only works well with others but also encourages a positive team dynamic.				
4.	Integrity: Involves adherence to moral and ethical principles. The Appraisee's honesty, transparency				

	and consistency in their actions and decisions, upholding the County's values and maintains confidentiality as required.			
5.	Equity: Considers the Appraisee's fairness in dealings with colleagues and clients, ensuring an inclusive environment. Their efforts to promote diversity, treat everyone with respect and support equal opportunity. An equitable approach helps foster a positive workplace culture.			
<b>Total Score</b>				
<b>Mean Score x 10% (Core Attributes Score)</b>				

Appraisee Signature: -----

Date-----

Appraiser Signature: -----

Date-----

#### **SECTION 4(D): ANNUAL AGREED OVERALL PERFORMANCE APPRAISAL RATING**

Section 3(A) Agreed Performance Appraisal Score (See Rating Scale) 3(A) Mean Score	Section 3(B) Agreed Achieved Results in line with the Performance Indicator Scale (5-1) (Annual Review) 3(B) Mean Score	Section 3(C) Agreed Achieved Results in line with the Performance Indicator Scale (5-1) (Annual Review) 3(C) Mean Score	Annual Agreed Performance Appraisal Score (See Rating Scale) Section (3A + 3B + 3C)
(To be completed by the Appraiser at the end of the appraisal period)			

Appraisee Signature: -----

Date-----

Appraiser Signature: -----

Date-----

#### **SECTION 3: STAFF TRAINING AND DEVELOPMENT NEEDS (SIGNED AT THE BEGINNING OF APPRAISAL PERIOD)**

Appraisee's training and development needs in order of priority as identified by the Appraisee and Appraiser based on performance gaps

1. .....
2. .....
3. .....

Appraisee' Signature: .....

Date: .....

Immediate Appraiser's Name: .....

Signature: .....

Date: .....

**SECTION 4: APPRAISEE'S COMMENTS (SIGNED AT THE END OF APPRAISAL PERIOD)**

Appraisee's comments on performance including any mitigating factors

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

Appraiser's (immediate) remarks if any on Appraisee performance

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

Name: .....

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



**SECTION 5: RECOMMENDATION OF REWARDS OR SANCTIONS OR OTHER INTERVENTION(S) TO THE COUNTY EXECUTIVE COMMITTEE BY THE COUNTY PERFORMANCE MANAGEMENT COMMITTEE:**

- i) Reward type (Bonus, Commendation letter etc.): .....
- ii) Other interventions (Counselling, Training and Development etc.) .....
- .....
- iii) Sanction (Warning, Separation etc.): .....
- iv) Minute No ..... Meeting held on .....

Authorized Officer: Approved / Not Approved .....

Name: .....

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

## CONTACTS

The County Secretary & Head of County Public Service  
County Government of Vihiga  
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Email: [countysecretary@vihiga.go.ke](mailto:countysecretary@vihiga.go.ke)

## MISSION

Promote values and principles of public service in the county.

## VISION

An effective, efficient & accountable County Public Service.

## CORE VALUES

Professionalism  
Accountability  
Teamwork  
Integrity  
Equity  
Customer Focus