



COUNTY GOVERNMENT OF VIHIGA

**Staff Performance Appraisal Report**  
*(For Officers on Job Group "J" and above in the County Public Service)*

**SPAS FORM (B)**

*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 'J' and above 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 and set targets that are Specific, Measurable, Achievable, Realistic, Time bound (SMART) which should be aligned to the Departmental/Directorate/Section/Unit objectives as affiliated in the Annual Work Plan (AWP).
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 CPMC/CHRAC 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): INDIVIDUAL PERFORMANCE TARGETS DERIVED FROM THE DEPARTMENTAL / DIRECTORATE / DIVISION / SECTION / UNIT / APPRAISER'S WORK PLAN**

(A) Agreed Performance Targets	(B) Expected Performance Indicator(s)
(To be completed by the Appraisee in consultation with the Supervisor at the beginning of the appraisal period)	

Appraisee Signature: -----

Date-----

Supervisor Signature: -----

Date-----

**SECTION 2(B): STAFF TRAINING AND DEVELOPMENT NEEDS**

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

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.....  
.....  
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**SECTION 2 (C): TO BE SIGNED AT THE BEGINNING OF THE APPRAISAL PERIOD**

The Appraisee's commitment to achieve the agreed individual performance targets.

Name of Appraisee: .....

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

Supervisor Name .....

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

*(Immediate Supervisor)*

**SECTION 3 (A): MID-YEAR REVIEW**

S/N	Agreed Performance Targets	Performance Indicator (s)	Targets changed or added	Remarks (Indicate Level of Achievement)

Appraisee Signature: ..... Date-----

Supervisor Signature: ..... Date-----

## SECTION 3 (B): 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) (3B)
	(To be completed by the Appraisee at the end of the appraisal period)				
					
					
					
<b>Total appraisal score on Performance Targets</b>					
<b>Mean Appraisal Score (%)</b>					

Appraisee Signature: -----

Date-----

Supervisor Signature: -----

Date-----

**SECTION 4: APPRAISEE'S COMMENTS AND ADDITIONAL ASSIGNMENTS**

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

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.....  
.....

b) Additional assignments

(i) .....

(ii) .....

(iii) .....

(iv) .....

(v) .....

**SECTION 5: 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)
(To be completed by the Appraiser in consultation with the Appraisee at the end of the appraisal period)					
Total Score					
Mean Score x 20% (Special Assignments Score)					

## SECTION 6: 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)
	(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 -----

Supervisor Signature: ----- Date -----

### **SECTION 7: ANNUAL AGREED OVERALL PERFORMANCE APPRAISAL RATING**

Section 3(B) Performance Appraisal Mean Score (See Rating Scale)	Section 5 Agreed Achieved Results in line with the Performance Indicator Scale (5-1) (Annual Review) Mean Score	Section 6 Agreed Achieved Results in line with the Performance Indicator Scale (5-1) (Annual Review) Mean Score	Annual Performance Appraisal Score (See Rating Scale) Section (3(B) + 5 + 6)
(To be completed by the Appraiser at the end of the appraisal period)			

Appraisee Signature: ----- Date -----

Supervisor Signature: ----- Date -----

### **SECTION 8: APPRAISER'S COMMENTS**

Appraiser's comments on Appraisee's performance at the end of the year including any factors that hindered performance (Please indicate if the Appraisee requires to be put on a performance improvement plan/programme. If so, indicate the type) .....

.....

.....

Appraiser's Name: .....

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

**SECTION 9: RECOMMENDATION OF REWARDS OR SANCTIONS TO THE COUNTY SECRETARY  
BY THE COUNTY PERFORMANCE MANAGEMENT COMMITTEE**

Reward type (Bonus, Commendation letter etc.): .....

i) Other interventions (Counselling, Training and Development etc.) .....

.....

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

v) Minute No ..... Meeting held on.....

Signed:

Chairperson: Name.....

Signature .....

Date: .....

Secretary: Name .....

Signature .....

Date: .....

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

Name: .....

Signature: .....

Date: .....

## CONTACTS

The County Secretary & Head of County Public Service  
County Government of Vihiga  
P.o Box 344 – 50300, Maragoli  
Tel: +254 725 555 604  
Email: [countysecretary@vihiga.go.ke](mailto:countysecretary@vihiga.go.ke)



Promote values and principles of public service in the county.

An effective, efficient & accountable County Public Service.

## CORE VALUES

Professionalism

Accountability

Teamwork

Integrity

Equity

Customer Focus