



**COUNTY GOVERNMENT OF NAKURU
STAFF PERFORMANCE APPRAISAL FORM**



This appraisal tool will serve purpose of reviewing performance for the period July 2022-December 2022. The tool will be upgraded to incorporate the full year appraisal, in line with the performance management process. The output of the appraisal will enable the County Public service participate in the objective setting, appraisal and performance management.

STAFF PERFORMANCE APPRAISAL REPORT

Period under review: From..... to

SECTION 1. PERSONAL PARTICULARS

- i) Surname..... Other names P/No.
- ii) Designation..... Department.....
- iii) Terms of ServiceDuty Station
- iv) Job Groupwith effect from
- v) Supervisor’s Name.....Designation.....

SECTION 2: STRATEGIC, DEPARTMENTAL OBJECTIVES AND PERFORMANCE TARGETS

The employee agrees to the following set of agreed targets and level of achievements for the period July 2022-December 2022.

S/NO	Agreed performance target	Performance indicators	Remarks(level of achievement)

Appraisee and management commitment to achieve the agreed performance targets.

Name of appraisee.....signature.....date.....

supervisor’s namesignature.....date.....

..... (Immediate Supervisor)

SECTION 3. ORGANIZATIONAL VALUES (supervisor's comments)

Describe in what ways the employee has been able to demonstrate the County Core Values.

	Value	Comments/Examples
1	Integrity and Independence Below Meets Exceeds <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
2	Commitment and Respect Below Meets Exceeds <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
3	Professionalism and Accountability Below Meets Exceeds <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
4	Innovation and Creativity Below Meets Exceeds <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Section 4. OVERALL PERFORMANCE SUMMARY

Supervisors rating of the employee.

Excellent 130-200%	Very Good 100-130%	Good 70-100%	Fair 50-70%	Poor 0-50%

Supervisor's Name

Signature Date

Section 5. Employee's training and development needs (as identified and agreed between the employee and supervisor based in the achieved performance)

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Section 6. Supervisor's comments on employee's performance at the end of the year including any factors that hindered performance.

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Supervisor's name.....signaturedate.....