



PARLIAMENT OF KENYA
PARLIAMENTARY SERVICE COMMISSION

STAFF APPRAISAL FORM

SURNAME	OTHER NAMES
DESIGNATION	
PSC SCALE	
SERVICE (<i>NATIONAL ASSEMBLY/ SENATE/ JOINT SERVICE</i>)	
DIRECTORATE	
DEPARTMENT/ SECTION	

APPRAISAL PERIOD

FROM:

TO:

GENERAL GUIDELINES

1. Objectives of the staff appraisal

The objectives of assessing work performance of a member of staff are:

- a) To inform the staff on his/ her work performance during the period under review; and
- b) To furnish information to appropriate authorities on the ability of the staff to perform his/ her duties or suitability for promotion, salary assessment, training and development.

2. Remarks by appraisers

Appraisers are encouraged to make full, frank and considered statement of the appraisee's performance.

3. Completion of the appraisal form

It is the duty of supervisors to ensure that this form is completed annually (not later than 31st December) by staff and filed with the Human Resources Office.

4. Feedback to staff

Staff being assessed will be informed of the appraisal result at the end of the appraisal process.

5. Performance rating

Employees will be appraised on their performance during the period under review against their *Key Result Areas* and specific *Objectives* which were agreed upon at the last appraisal conference. Consideration will also be made of specific competencies demonstrated by the employee when performing various assignments and duties.

Assessment ratings:

- 1 = *Unsatisfactory/ Poor = Unacceptable level of performance.*
- 2 = *Needs Improvement/ Fair = Performance did not adequately meet job requirements.*
- 3 = *Satisfactory/ Good = Adequate performance, meeting job requirements.*
- 4 = *Very Good = More than adequate performance, exceeding job requirements.*
- 5 = *Excellent = Much above the required performance.*

Overall assessment scores

86 – 100%	-	Outstanding/ Excellent
76 –85%	-	Very Good
61 – 75%	-	Good
51 – 65%	-	Fair
Below 50 %	-	Poor

SECTION A: PERSONAL PARTICULARS AND RECORD OF SERVICE

- 1. Full name:
(Last name) (Middle name) (First name)
- 2. Personal No.....
- 3. Date of birth
- 4. Current Position: PSC Scale
- 5. Date of current appointment:
- 6. Department:
- 7. Section/ Unit:
- 8. Immediate previous post held: PSC Scale
- 9. Period under review: From to
- 10. Present basic salary:
- 11. Salary incremental date:
- 12. Previous employment

Dates ***Name of institution***

- a)
- b)
- c)
- d)

SECTION B: ASSESSMENT OF SPECIFIC TARGETS/OBJECTIVES

List targets as agreed upon during the last performance appraisal. Use the scale (1 – 5) to score the most appropriate rating corresponding to the level of performance displayed by the employee. The appraiser’s score shall be the final score.

Key Result Area	Target / Objective	Score	
		Appraisee's score	Appraiser's Final score
1.	a)		
	b)		
	c)		
	d)		
2.	a)		
	b)		
	c)		
	d)		
3.	a)		
	b)		
	c)		
	d)		
4.	a)		
	b)		
	c)		
	d)		
5.	a)		
	b)		
	c)		
	d)		
Total score			
% of Total score			

SECTION C: ASSESSMENT OF COMPETENCIES

Please rate the competencies displayed by the appraisee listed below in a scale of (1 – 5).

COMPETENCE DISPLAYED IN PERFORMING THE JOB	Score	
	Appraisee's score	Appraiser's Final score
1. KNOWLEDGE AND SKILL Background understanding of principles, technical skills, procedures, techniques and practical / theoretical know-how required for effective job performance. Knowledge of the range of services provided. Consideration should be given to efforts made by the individual to be innovative and to keep their knowledge/skills up-to-date.		
2. CUSTOMER FOCUS Ability to effectively provide superior services and attract repeat business. Solving complaints and dealing with difficult and demanding customers.		
3. CONTROL OF RESOURCES Attention and care to prevent pilferage, theft, loss, damage or wastage of resources. Also consider extraneous constraints that hinder effective performance		
4. DEPENDABILITY How well the employee can be relied on to accept responsibility and complete work assignments. Also consider bravery and courage when undertaking complex assignments		
5. COMMUNICATION Demonstrated ability to convey and obtain information clearly, concisely and persuasively both written and oral.		
6. TEAM WORK Supports and supplements the efforts of the team to achieve set targets. Works well with all levels of the workforce to achieve overall objectives.		
7. TIME MANAGEMENT How effectively the employee utilizes time to accomplish organizational objectives. Consider responsiveness and timeliness in meeting set deadlines. Also consider ability to delegate and control interruptions.		
8. PLANNING AND ORGANIZATION Ability to develop plans and budgets for the accomplishment of tasks. Organizing resources. Setting targets, directing flow of work, delegating authority. Maintaining flexibility to schedules.		
9. CONTROLLING Ability to maintain authority and to establish monitoring and tracking systems for regulating and evaluating financial expenditure and work output.		
10. STAFF DEVELOPMENT Ability to inspire confidence and motivate employees. Directing, leading and developing subordinates. Also coaching and training subordinates on-the-job to achieve set targets.		
Total score		
% of Total score		

SECTION D: ASSESSMENT OF VALUES

Value	Score	
	Appraiser's score	Appraiser's Final score
1. Integrity		
2. Respect for gender, ethnic and other diversities		
3. Meritocracy (respect for merit)		
4. Fairness		
5. Confidentiality		
6. Professionalism		
7. Team work		
8. Communication skills		
9. Presentation and grooming		
10. Continuous learning and performance improvement		
Total score		
% of Total score		

FINAL SCORES

	Score (%)
Section B	
Section C	
Section D	
Total score (B+C+D)	
Average/ Final score (Total Score/3)	

SECTION E: APPRAISEE SELF EVALUATION FOR THE YEAR

a) Briefly explain your major achievements, if any, for the appraisal period

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b) State challenges you experienced during the appraisal period

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c) Suggest ways of overcoming the challenges you experienced in the appraisal period

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Appraiser's remarks on the appraisal:

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Appraiser's remarks:

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SECTION F: TARGETS FOR NEXT YEAR

State the targets / objectives to be achieved by the appraisee next year.
 Appraiser and appraisee to agree on the Targets and Action Plans.

Key Result Area	Target / Objective
1.	a)
	b)
	c)
	d)
2.	a)
	b)
	c)
	d)
3.	a)
	b)
	c)
	d)
4.	a)
	b)
	c)
	d)
5.	a)
	b)
	c)
	d)

Appraisee's Signature:.....Date.....

Appraiser's Signature:.....Date.....

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SECTION G: CAREER DEVELOPMENT REVIEW
(To be completed by Appraiser)

1. Describe specific accomplishments, training or other developmental activities undertaken by Appraisee during the period under review.

- a)
- b)
- c)
- d)

2. Describe the appraisee's shortcomings and action being taken.

- a)
- b)
- c)
- d)

3. Recommendations regarding Appraisee's career growth. Tick (✓) as appropriate.

- a) Retention in same job grade
- b) Promotion (to a higher job grade)
- c) Demotion (to a lower job grade)
- d) Transfer (to a different Section/ Department)
- e) Termination (of employment)
- f) Any other action (specify)

Appraiser's remarks:

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Appraiser's Name..... Signature:..... Date.....

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SECTION H: SENIOR MANAGEMENT REVIEW

1. Comments by Appraiser's immediate supervisor.

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Name.....SignatureDate.....

2. Comments by Head of Section/ Head of Department

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Name.....SignatureDate.....

3. Comments by Head of Directorate

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Name.....SignatureDate.....

4. Comments by the Head of Service (National Assembly/ Senate/ Joint Service)

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Name.....SignatureDate.....
