



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150307	Staff Name:	Joy mwende Kaaria
ID Number:	26090936	Employee E-mail:	joy.kaaria@landcommission.go.ke
Appraisal Type:	MID FINANCIAL YEAR	Appraisal Period:	2019-2020
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	HRA	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Charles Wangila Musundi	Immediate Supervisor Designation:	Chief Human Resource Officer
Second Supervisor:	Benard Cherutich Kibet	Supervisor Designation:	Director Finance & Corporate Planning

DEPARTMENTAL OBJECTIVES
Improve service delivery in Commission operations
Enhanced efficiency in Commission operations
Effective cost management and efficient internal control system
Ensure efficient and effective administration services
AP_3030

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Daily ensuring of office cleanliness	Ensure that offices are well cleaned twice on daily basis and any other time as required.		100	101	100
Daily handling of incoming mails and outgoing mails.	Proof of updated records of incoming and outgoing mails.		100	100	100
Daily preparation of office tea.	Satisfaction of good service to the directors and staff		100	100	100
Daily preparation of meetings for the Directorate and generally the commission as/when required.	Diary record of booking for directorate meetings done as requested for by the Directorate, not limited to 2 - 3 meetings per month.		100	100	100
Weekly requisition of office supplies and ensure the office is well supplied.	Copies of requisition sheets on S11 book. Office supplies done 2 to 3 times per month.		100	100	100



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1.Daily handling of incoming mails 2. Daily Ensuring of office Cleaness 3.Daily preparation of meetings of the Directorate 4.Weekly requisition of office supplies and ensure the is well supplied.	1.Proof of updated records of incoming and outgoing mails. 2.Daily records of booking for directorate meetings done as requested for by the directorate not limited to 3 meeting per month. 4.Copies of requisition sheets s11 book. Office supplies don			0	0
Total Appraisee Score on Performance Targets				501.00	500.00
Mean Appraisal Scores				83.5%	83.33%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
I do my best to support the Directorate, learn more and give motivation as part of teamwork.	targets are fine

APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE	IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Efficiency	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Am committed to give the best performance and therefore i tend to uphold work ethics and professionalism in everything i do.	she does her work diligently and efficiently

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer Care Skills and Development	3 weeks	Customer Care
Records Management	4 weeks	Customer Care
Public Relations Skills and Development	4 weeks	Customer Care



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Above training will assist me to improve in my work performance.	customer care skills to be prioritized
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations