



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140089	Staff Name:	Lucy Mukiri Wakarima
ID Number:	7917700	Employee E-mail:	lucy.mukiri@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	HRA	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Guyo Sora Bagaja	Immediate Supervisor Designation:	Chief Human Resource Officer
Second Supervisor:	Ben Tuwai Bett	Supervisor Designation:	Deputy Director HR

DEPARTMENTAL OBJECTIVES

EFFICIENT AND EFFECTIVE ADMINISTRATION SERVICES

IMPROVE SERVICE DELIVERY IN COMMISSION OPERATIONS

EFFECTIVE COST MANAGEMENT AND EFFICIENT INTERNAL CONTROL SYSTEM

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Drafting of routine memos and letters, reports such as notices, agenda, minutes and confidential documents on daily basis	Filed copies of memos and letter, reports such as notices, agenda, minutes and confidential documents			101	0
Maintaining Office Register	Record all inward and outgoing mails			0	0
Customer Care	Attending to visitors, solve minor complaints and ensure they are satisfied			0	0
Updating Commissioners Diary	Diarylise all meetings and events			0	0
Handling Office Equipment	Ensure repair and service is done regularly			0	0
Supervising Support Staff	Make sure the staff have performed their daily office activities			0	0
Total Appraisee Score on Performance Targets				101.00	0.00
Mean Appraisal Scores				16.83%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING

The targets were performed according to the agreed targets

IMMEDIATE SUPERVISOR'S ON TARGET SETTING



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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
Drafting of routine memos and letters, reports such as notices, agenda, minutes and confidential documents on daily basis	Filed copies of memos and letter, reports such as notices, agenda, minutes and confidential documents	Not changed	Done as required
Maintaining Office Register	Record all inward and outgoing mails	No change	Done as required
Customer Care	Attending to visitors, solve minor complaints and ensure they are satisfied	Target changed	Done as required
Updating Commissioners Diary	Diarilise all meetings and events	No change	Done as required
Handling Office Equipment	Ensure repair and service is done regularly	No change	Equipment handled properly
Supervising Support Staff	Make sure the staff have performed their daily office activities	Target changed	supervised staff on the task assigned

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets were achievable	Proceed to actual rating towards the end of June,2023

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
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STAFF TRAINING AND DEVELOPMENT NEEDS	
Training & Development Needs	Duration Type of Training

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations



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