



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150357	<b>Staff Name:</b>	Henry Omondi Oduory
<b>ID Number:</b>	32157942	<b>Employee E-mail:</b>	henry.omondi@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2020-2021
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	26-Trans Nzoia County	<b>Job Grade:</b>	NLC9
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Ndeda Olindo Eric	<b>Immediate Supervisor Designation:</b>	COUNTY COORDINATOR
<b>Second Supervisor:</b>	Olindo Ndeda Eric	<b>Supervisor Designation:</b>	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES
1. To facilitate access and use of land for socio-economic and environmental sustainability
2. To enhance secure of storage, access and retrieval of public land information
3.To facilitate resolution of disputes and conflicts on land and land based resources
4. To create awareness through advocacy, coordination and information desermination on the role of N.L.C

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Opening, cleaning and closing of office on official working days for 130 days in a year	Signed and reviewed schedule of the register	130	130	99	100
Support in generation of 150 official searches	1.Letter to the registrar 2.Copy of searches	200	150	100	133
Receiving and Dispatching of letters	1.Stamped copy of the letters 2.Signed delivery book	20	20	80	100
Participate in four dispute resolution activities	1. Attendance list 2. Dispute resolution reports 3. Copy of the documents of the complainants	2	4	85	50
Taking and filling of 6 staff meeting minutes	Signed and filed copies of minutes	3	3	79	100
File and retrieval of 100 letters	Copy of the retrieved documents in the file register	74	100	86	74
<b>Total Appraisee Score on Performance Targets</b>				<b>529.00</b>	<b>557.00</b>
<b>Mean Appraisal Scores</b>				<b>88.17%</b>	<b>92.83 %</b>



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are achievable but was affected by an outbreak of covid 19 pandemics that led to working in shifts	The target are SMART and potentially achievable with the time and other resources limits

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
Targets are achievable but was affected by an outbreak of covid 19 pandemics which led to working in shift.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Opening, cleaning and closing of office on official working days for 130 days in a year	Signed and reviewed schedule of the register	Target changed to 65 days	50% achieved
Support in generation of 150 official searches	1.Letter to the registrar 2.Copy of searches	target changed to 120 official searches	80% achieved
Receiving and Dispatching of letters	1.Stamped copy of the letters 2.Signed delivery book	target not changed	100% achieved
Participate in four dispute resolution activities	1. Attendance list 2. Dispute resolution reports 3. Copy of the documents of the complainants	target changed to 0	0%
Taking and filling of 6 staff meeting minutes	Signed and filed copies of minutes	target changed to 3 staff meeting minutes	50% achieved
File and retrieval of 100 letters	Copy of the retrieved documents in the file register	target changed 80 letters	80% achieved

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The targets are achievable but i could not achieve most of them due to the outbreak of covid 19 pandemic, that led us to working in shifts	The changes made on the target are realistic and achievable. you should strive to achieve them

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Values	Confidentiality	Good - Between 80% and 99%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Transparency and accountability in my daily activities	He is exhibited high levels of confidentiality as he goes on performing his duties and accessing confidential information.



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
ICT TRAINING	two months	MANAGEMENT COURCE
Record keeping and management	two months	management course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
the training is relevant to my duties		The training and course identified by the officer are relevant and appropriate to his continued delivery of quality services to our clients
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
He performed well within the constraints of time, COVID-19 protocols and financial resources	I recommend further training in computer operations and maintenance as well as acquisition of skills in record keeping and management	