



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150313	Staff Name:	Elizabeth Wairimu Mundia
ID Number:	6107444	Employee E-mail:	elizabeth.mundia@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	CC&A	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Caroline Atieno Otieno	Immediate Supervisor Designation:	Chief Office Administrator
Second Supervisor:	Christopher David Kitonga	Supervisor Designation:	Principal Land Use Planning Officer

DEPARTMENTAL OBJECTIVES

To monitor land use planning throughout the country

To exercise oversight over land use planning throughout the country

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Distribution & dispatch of outgoing mails	Mail register & outgoing dispatch book		100	100	100
Cleanliness	Clean working environmnet		101	100	100
Hospitality	Preparation of tea for office and meetings		100	100	100
File movement (to & rom action officers)	File movement register		100	100	100
Photocopying & binding of document	As per timelines of documents		90	100	100
Total Appraisee Score on Performance Targets				500.00	500.00
Mean Appraisal Scores				100%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING

Targets agreed with the supervisor

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

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



INDIVIDUAL APPRAISAL REPORT

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Distribution & dispatch of outgoing mails	Mail register & outgoing dispatch book	target not changed	Mail register & outgoing dispatch book
Cleanliness	Clean working environmnet	target not changed	Clean working environment
Hospitality	Preparation of tea for office and meetings	target not changed	Preparation of tea for office and meetings
File movement (to & rom action officers)	File movement register	target not changed	File movement register
Photocopying & binding of document	As per timelines of documents	target not changed	As per timelines of documents

MID YEAR APPRAISEES'S COMMENTS

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Excellent - Higher Than 100%
Values	Respect for National /Gender Diversity	Very Good - Upto 100%
Core Competencies	Professionalism	Very Good - Upto 100%
Core Competencies	Integrity	Very Good - Upto 100%
Core Competencies	Innovativeness	Very Good - Upto 100%
Core Competencies	Independence	Very Good - Upto 100%
Core Competencies	Efficiency	Very Good - Upto 100%
Core Competencies	Transparency and Accountability	Very Good - Upto 100%
Values	Meritocracy	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

I am professional in carrying out my duties

The Appraisee has met her tagets

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Customer care skills	2 weeks	Customer care



INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I have not attended any course since employment	consider refresher courses
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
the officer has achieved the set targets	the officer requires to attend the courses as indicated.