



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140094	Staff Name:	Purity Rwamba Kimotho
ID Number:	10223821	Employee E-mail:	purity.kimotho@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:	NLC6
Dept/Directorate	LA&R	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Charles Wangila Musundi	Immediate Supervisor Designation:	Chief Human Resource Officer
Second Supervisor:	Charles Musundi Wangila	Supervisor Designation:	Chief Human Resource Officer

DEPARTMENTAL OBJECTIVES

Efficient and effective administration services

Improve service delivery in Commission operations

Enhance efficiency in Commission operations

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Daily update of the Commissioners diary and keep tab on his weekly itinerary including meetings schedules, visitor's appointments and travel schedule	Proof of diary marked with various meetings and visitors register	kept the diary of the Commissioner		100	0
Daily filing and updating Commissioner's records such as official reports, incoming mails records, minutes of meetings, internal and external correspondences	Proof of organized and proper filing cabinets, registry mail and reference list of the same for easy reference	records well kept		100	0
Draft daily Commissioner's correspondences e.g letter, internal memos, reports	Copies of internal memos, letters and reports. Proof of circulation to mail registry	letters and internal memos drafted		100	0
Total Appraisee Score on Performance Targets				300.00	0.00
Mean Appraisal Scores				100%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING

targets achieved

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
Daily update of the Commissioners diary and keep tab on his weekly itinerary including meetings schedules, visitor's appointments and travel schedule	Proof of diary marked with various meetings and visitors register	Target not changed	on target
Daily filing and updating Commissioner's records such as official reports, incoming mails records, minutes of meetings, internal and external correspondences	Proof of organized and proper filing cabinets, registry mail and reference list of the same for easy reference	target not changed	on target
Draft daily Commissioner's correspondences e.g letter, internal memos,reports	Copies of internal memos, letters and reports. Proof of circulation to mail registry	target not changed	on target

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
on target	her targets never changed

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
The targets were achieved	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
customer care skills	2 weeks	
supervisory skills	two weeks	



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
i was not trained and I need for my career progression	the requires the above trainings
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
the appraisee's overall performance was very good	I recommend her customer care skills training