



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150444	Staff Name:	Alice Omanji Namundu
ID Number:	28083215	Employee E-mail:	alice.omanji@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:	NLC8
Dept/Directorate	HRA	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Maymuna Mohamed Hussein	Immediate Supervisor Designation:	Senior Administration Officer
Second Supervisor:	Guyo Bagaja Sora	Supervisor Designation:	Principal Human Resource Officer

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Dispatching of office mails on daily basis within 8 hours after receiving from 1st June 2022 to 31st May 2023	At least 5 - 10 letters dispatched on daily basis and recorded in the outgoing mail register.	Correspondence s received, recorded and dispatched in due time		120	0
Preparing and serving of office tea on daily basis by 9.00 am from from 1st June 2022 to 31st May 2023	- Tea prepared and served to five office staff and by 9.00am on daily basis .			126	0
To supervise cleaning on a daily basis from 1st June 2022 to 31st May 2023.	Evidence of cleaning done at least once or twice on daily basis in the cleaning schedule.			120	0
Making requisition and picking of office items in store on weekly basis from 1st June 2022 to 31st May 2023	Proof of requisitions done at least twice a month on requisition and issue voucher (S11 book)			120	0
Receiving and recording of office mails on daily basis within 8 hours after receiving from 1st June 2022 to 31st May 2023.	At least 5 - 10 incoming mails received and recorded daily in the Incoming mail register.			117	0
To participate in meetings from 30th June 2022 to 30th June 2023	Meeting attendance registers	Attended all the meetings in financial year 2022/2023		123	0
To file office documents within 8hours after receiving from 30th June 2022 to 30th June 2023	5 files updated on daily basis.			126	0
To attend to clients on daily basis from 30th June 2022 to 30th June 2023	5 - 10 visitors recorded on visitor's register and directed as required.			120	0
Total Appraisee Score on Performance Targets				972.00	0.00



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Mean Appraisal Scores		121.5%	0%
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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are achievable	proceed to mid year. Mid-year review done accordingly. Please proceed to end year rating in June,2023

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
Nothing hindered me from performing my duties	proceed to end of year rating.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Dispatching of office mails on daily basis within 8 hours after receiving from 1st June 2022 to 31st May 2023	At least 5 - 10 letters dispatched on daily basis and recorded in the outgoing mail register.	Targets not changed	ongoing
Preparing and serving of office tea on daily basis by 9.00 am from from 1st June 2022 to 31st May 2023	- Tea prepared and served to five office staff and by 9.00am on daily basis .	Targets not changed	ongoing
To supervise cleaning on a daily basis from 1st June 2022 to 31st May 2023.	Evidence of cleaning done at least once or twice on daily basis in the cleaning schedule.	Targets not changed	ongoing
Making requisition and picking of office items in store on weekly basis from 1st June 2022 to 31st May 2023	Proof of requisitions done at least twice a month on requisition and issue voucher (S11 book)	Targets not changed	Ongoing
Receiving and recording of office mails on daily basis within 8 hours after receiving from 1st June 2022 to 31st May 2023.	At least 5 - 10 incoming mails received and recorded daily in the Incoming mail register.	Targets not changed	Ongoing
To participate in meetings from 30th June 2022 to 30th June 2023	Meeting attendance registers	Targets not changed	Ongoing
To file office documents within 8hours after receiving from 30th June 2022 to 30th June 2023	5 files updated on daily basis.	Targets not changed	Ongoing



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To attend to clients on daily basis from 30th June 2022 to 30th June 2023	5 - 10 visitors recorded on visitor's register and directed as required.	Targets not changed	Ongoing
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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
	Good progress, proceed to values, competence and training needs.

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
I have employed confidentiality, am reliable and can work both independently and in team work.	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Office Management skills	2 weeks	Office Management
Records Management Skills	2weeks	Records Management
Customer Care Skills	2 weeks	Customer Care and Public Relations Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I wish to be considered for training to enhance my skills since have not been able to go to any training since my employment.	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations