



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150295	Staff Name:	Chrispol Barare Binyanya
ID Number:	22625657	Employee E-mail:	chrispol.binyanya@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	46-Nyamira County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Henry Ondara	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Henry Ondara	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
General clerical work-Record keeping, filing, photocopy and reception	Files and records	100	90	100	100
Drafting minutes of staff monthly meetings	Minutes	90	80	90	100
Drafting letters and correspondences	File correspondences	110	80	100	100
Maintenance of commission assets	Assets register in place	100	80	100	100
Preparation of quarterly and annual reports	Reports filed	95	90	90	100
Tracking of incoming/outgoing mails	Incoming/outgoing mail register Delivery book	90	70	90	100
Customer service-attending to clients on daily basis	Daily attendance register Visitors book	90	80	95	100
Opening/closing of offices	Duty roster	90	90	90	100
Updating court cases register	Updated court cases register	85	80	90	100
Total Appraisee Score on Performance Targets				845.00	900.00
Mean Appraisal Scores				93.89%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The set targets are achievable	They are achievable



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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
The set targets were achieved and i will strive more to ensure another good run in the next financial year	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
General clerical work-Record keeping, filing, photocopy and reception	Files and records	none	Target not changed
Drafting minutes of staff monthly meetings	Minutes	none	Target not changed
Drafting letters and correspondences	File correspondences	none	Target not changed
Maintenance of commission assets	Assets register in place	none	Target not changed
Preparation of quarterly and annual reports	Reports filed	none	Target not changed
Tracking of incoming/outgoing mails	Incoming/outgoing mail register Delivery book	none	Target not changed
Customer service-attending to clients on daily basis	Daily attendance register Visitors book	none	Target not changed
Opening/closing of offices	Duty roster	none	Target not changed
Updating court cases register	Updated court cases register	none	Target not changed

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
targets achievable	Targets has been discussed and agreed upon

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

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
The targets were achieved	Training opportunities should be provided in the new FY 2024/2025



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
customer care	2 weeks	customer care
Records management	2 weeks	Records management
Land management and administration	4 weeks	administration course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The trainings will equip me with more knowledge in delivery of service	Training opportunities should be provided in core areas

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Good performance achieved	Regular trainings necessary for effective and efficient deliver of service