



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150251	Staff Name:	Betty Bosuben Chepngeno
ID Number:	22820511	Employee E-mail:	betty.bosuben@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	45-Kisii 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	120	90
Drafting minutes of staff monthly meetings	Minutes		100	100	90
Drafting letters and correspondences	File correspondences		100	80	80
Maintenance of Commission assets	Asset register in place		100	100	90
Preparation of quarterly and annual reports	Reports filed		100	80	0
Tracking incoming / outgoing mails	Incoming / outgoing mail register Delivery book		100	100	100
Customer services - attending to clients on daily basis	Daily attendance register Visitors book		100	80	90
Opening / closing of offices	Duty Roster		100	120	80
Updating court cases register	Updated court register		100	80	95
Total Appraisee Score on Performance Targets				860.00	715.00
Mean Appraisal Scores				95.56%	79.44 %

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are mutually agreed upon and achievable	Targets 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 targets set are achievable.	Good performance achieved.

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	No target changed
Drafting minutes of staff monthly meetings	Minutes	None	No target changed
Drafting letters and correspondences	File correspondences	None	No target changed
Maintenance of Commission assets	Asset register in place	None	No target changed
Preparation of quarterly and annual reports	Reports filed	None	No target changed
Tracking incoming / outgoing mails	Incoming / outgoing mail register Delivery book	None	No target changed
Customer services - attending to clients on daily basis	Daily attendance register Visitors book	None	No target changed
Opening / closing of offices	Duty Roster	None	No target changed
Updating court cases register	Updated court register	None	No target changed

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The set targets were maintained	The targets has been discussed and agreed

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Integrity	-1
Values	Fairness	-1

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Integrity is key when discharging my duties	Targets achievable.



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
customer care	2 weeks	customer care course
Records management	2 weeks	Records management course
Land management and administration	4 weeks	administration course
Land management and administration	4 weeks	administration course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will help me in delivery of services		Training necessary for realization of mandate
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
Good performance achieved.	Training needed for efficiency and effectiveness.	