



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150252	Staff Name:	Violet Okumu Aori
ID Number:	22354179	Employee E-mail:	violet.okumu@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:	NLC9
Dept/Directorate	HRA	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Guyo Sora Bagaja	Immediate Supervisor Designation:	Chief Human Resource Officer
Second Supervisor:	Guyo Bagaja Sora	Supervisor Designation:	Chief Human Resource Officer

DEPARTMENTAL OBJECTIVES
Ensure automation of Commission processes and procedures.
Ensure efficient and effective administration services.
Enhanced efficiency in Commission services.
Effective cost management and efficient internal control systems

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Ensure offices and assigned places are cleaned on daily basis.	Record of cleaning roster with the Administration Officer in Charge.			0	0
Daily handling of incoming visitors, give assistance and directing them accordingly.	Records of duly filed in visitors' forms.			0	0
Conduct security checks every morning and report any breaches immediately.	Filed reports and updated security occurrence books.			0	0
Daily dispatching and distribution of mail.	Updated records of incoming and outgoing mail.			0	0
Managing and requisition of office items from the procurement office.	Copies of S11 book sheets with evidence of requisitioned office items.			0	0
Managing of office imprest and providing staff tea when/as required.	Submitted memo and receipts to prove the incurred expenses.			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The target setting is in compliance with my designation and achievable.	Targets are okay. Please proceed to mid-year review. Please do a self rating

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
Ensure offices and assigned places are cleaned on daily basis.	Record of cleaning roster with the Administration Officer in Charge.	No change or added	100%
Daily handling of incoming visitors, give assistance and directing them accordingly.	Records of duly filed in visitors' forms.	No change	100% achieved
Conduct security checks every morning and report any breaches immediately.	Filed reports and updated security occurrence books.	No change	100%
Daily dispatching and distribution of mail.	Updated records of incoming and outgoing mail.	No change	100%
Managing and requisition of office items from the procurement office.	Copies of S11 book sheets with evidence of requisitioned office items.	No change	100%
Managing of office imprest and providing staff tea when/as required.	Submitted memo and receipts to prove the incurred expenses.	No change	100%

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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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
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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
	Please fill training needs parts
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations