



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20170486	<b>Staff Name:</b>	Christine Akoth Omondi
<b>ID Number:</b>	22158651	<b>Employee E-mail:</b>	christine.omondi@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2023-2024
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	HRA	<b>Appraisal Status</b>	Immediate Supervisor
<b>Immediate Supervisor:</b>	Guyo Sora Bagaja	<b>Immediate Supervisor Designation:</b>	Chief Human Resource Officer
<b>Second Supervisor:</b>	Ben Tuwai Bett	<b>Supervisor Designation:</b>	Deputy Director HR

## 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 with 8 hours after receiving from 1st July, 2023 to 30th June, 2024	Out going mail register			0	0
Supervising cleaning office on daily basis - 1st July, 2023 to 30th June, 2024	- Timings when office tea is served - Receipt of purchased items			0	0
Making of requisition of office items in store on weekly basis from 1st July, 2023 to 30th June, 2024	Counter Requisition and issue Voucher			0	0
Assisting in drafting office memos within 8 hours of assignment from 1st July, 2023 to 30th June, 2024	Filed office memos			0	0
Participate in meetings	Meetings attendance register and minutes			0	0
To file office documents within 8 hours after receiving them 1st July, 2023 to 30th June, 2024	Updated office files			0	0
To manage imprest on monthly basis and to surrender by first week of every month from - 1st July, 2023 to 30th June, 2024	Surrender memos			0	0
Receiving and recording of office daily mails on daily basis within 8 hours after receiving - 1st July, 2023 to 30th June, 2024	Incoming mail register			0	0
<b>Total Appraisee Score on Performance Targets</b>				<b>0.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>0%</b>	<b>0%</b>

## APPRAISEE'S COMMENTS ON TARGET SETTING

## 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
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### MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
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### MID YEAR APPRAISEES'S COMMENTS

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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### APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

### 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

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations