



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150426	Staff Name:	christabel Achieng' Onyango
ID Number:	26135236	Employee E-mail:	christabel.onyango@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	38-Vihiga County	Job Grade:	NLC9
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Domtila Gati	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Domtila Gati	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES

1. Management and administration of public land
2. Use of land and security of land rights
3. Land dispute resolution and conflict management
4. Institutional strengthening

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Cleaning office daily before 8am	Clean offices	150	125	150	125
Dispatching 60 No. mails	Delivery book, postage receipts	119	119	198	150
Opening office daily by 7.30am	Attendance register, duty roster	150	180	150	180
Preparing office tea before 10am daily	Ready tea	100	150	120	150
Participate in conducting 4 No. public awareness and Advocacy on the mandate of the NLC	Reports, site photographs, attendance list, minutes	6	6	150	150
Accompanying the County Coordinator in the 6 No. site inspection	Ground reports, photographs	6	6	150	150
Attending 12 No. monthly staff meetings	Notice of meetings, agenda, minutes	12	12	100	100
Handling of No. 60 simple clients inquiries and referring the complex ones to the County Coordinator	Records from daily client inquiry book, visitors book, letters	30	30	50	50
Total Appraisee Score on Performance Targets				1068.00	1055.00
Mean Appraisal Scores				133.5%	131.88%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
I will do my best to achieve all my targets.	The targets were discussed and agreed by the appraisee and the supervisor.

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
I have achieved all my targets.	The appraisee was able to meet most of the targets and exceed some.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Cleaning office daily before 8am	Clean offices	Target remained the same	Target was on course
Dispatching 60 No. mails	Delivery book, postage receipts	Target did not change.	52 No. mails dispatched by the end of second quarter and copies filed in the daily file
Opening office daily by 7.30am	Attendance register, duty roster	Target unchanged	Target achieved as always expected
Preparing office tea before 10am daily	Ready tea	Target was not varied	Tea is always ready in time
Participate in conducting 4 No. public awareness and Advocacy on the mandate of the NLC	Reports, site photographs, attendance list, minutes	Target remained the same	Target on course
Accompanying the County Coordinator in the 6 No. site inspection	Ground reports, photographs	Target not changed	5 No. of site visits/ground inspections completed and forwarded to HQ for further actions
Attending 12 No. monthly staff meetings	Notice of meetings, agenda, minutes	Target remained the same	Attended all the staff meetings
Handling of No. 60 simple clients inquiries and referring the complex ones to the County Coordinator	Records from daily client inquiry book, visitors book, letters	Target remained the same	40 No. clients enquiry done to satisfactory and complex ones referred to County Coordinator.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets were successful achieved.	The appraisee performed her duties diligently despite the hard times experienced during the appraisal period.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Very Good - Upto 100%
Values	Respect for National /Gender Diversity	Very Good - Upto 100%
Core Competencies	Professionalism	Excellent - Higher Than 100%



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Core Competencies	Integrity	Excellent - Higher Than 100%
Core Competencies	Innovativeness	Good - Between 80% and 99%
Core Competencies	Independence	Good - Between 80% and 99%
Core Competencies	Efficiency	Very Good - Upto 100%
Values	Meritocracy	Good - Between 80% and 99%
Values	Fairness	Very Good - Upto 100%
Values	Confidentiality	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I give accurate and timely information on all clients inquiries.	The appraisee is very passionate about her work and is well grounded on her job expectations.

STAFF TRAINING AND DEVELOPMENT NEEDS	
Training & Development Needs	Duration
Skills enhancement course	1 week

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
To improve my performance.	She is overdue for training.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The appraisee exceed the targets set at the beginning of the appraisal period.	The appraisee should be considered for training.