



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150309	Staff Name:	Florence Wekesa
ID Number:	27576371	Employee E-mail:	florence.wekesa@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	42-kisumu County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Protas Appida Otieno	Immediate Supervisor Designation:	Principal Land Administration
Second Supervisor:	Protas Appida Otieno	Supervisor Designation:	Principal Land Administration

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Attending to clients inquiries(120)	visitors book and office register for inquiry.	118		98	0
Assist the County Coordinator in Preparation of financial quarterly report (4)	Quarterly report and forwarding letter.	4		100	0
Receiving, sorting recording and filling office mail(110)	Mail Register	120		109	0
Attending awareness forums/ Meetings (6)	Photographs and Attendance list.	8		133	0
Typing letters(100)	daily file	120		120	0
Attending meetings on behalf of the County Coordinator (4)	Attendance List and Minutes	8		150	0
Total Appraisee Score on Performance Targets				710.00	0.00
Mean Appraisal Scores				118.33%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets were agreed upon with 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



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Attending to clients inquiries (120)	visitors book and office register for inquiry.	Targets remained the same.	Targets remained the same because at mid -year i had achieved about 60% of my set targets.
Assist the County Coordinator in Preparation of financial quarterly report (4)	Quarterly report and forwarding letter.	Target remained the same.	The target did not change because at mid- year I had assisted the County Coordinator in doing first and second quarterly report. This enabled me to achieve 50% of my set targets.
Receiving, sorting recording and filling office mail(110)	Mail Register	Target remained the same.	The target did not change because at mid -year I had received, sorted and filed about seventy office mails.
Attending awareness forums/ Meetings (6)	Photographs and Attendance list.	Target remained same	At mid- year I had attended four awareness forums.
Typing letters(100)	daily file	Target remained the same.	Target remained the same because at It mid-year I had achieved about 60% of my set targets.
Attending meetings on behalf of the County Coordinator (4)	Attendance List and Minutes	Target remained the same	This because at mid- year I had managed to attend two meetings.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
All my targets remained the same because at mid-year I had achieved half of my set targets hence there was no need of changing them.	The appraisee has performed well and is on course to meet the targets.

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
I handle my duties with alot of integrity.	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Minutes writing	3 weeks	Soft skills
Report writing	2 weeks	Soft skills
Records management	3 weeks	Soft skills

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
If am trained on the above training needs I will perform my work efficiently.	



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations