



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20160460	<b>Staff Name:</b>	Yvone Akinyi Omendah
<b>ID Number:</b>	21082546	<b>Employee E-mail:</b>	yvonne.omendah@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<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>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Maymuna Mohamed Hussein	<b>Immediate Supervisor Designation:</b>	Senior Administration Officer
<b>Second Supervisor:</b>	Guyo Bagaja Sora	<b>Supervisor Designation:</b>	Principal Human Resource Officer

### DEPARTMENTAL OBJECTIVES

- Ensure efficient and effective administration services.
- Ensure automation of Commission processes and procedures.
- 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	Appraiser's Rating	Agreed Rating
Receiving and recording of office mails on daily basis from 1st June 2022 to 31st May 2023	At least 150 to 200 received and recorded in the mail register every quarter of year.	200	updated mail register available	195	100
From 1st June 2022 to 31st May 2023 opening and updating of file records within 8 hours after receiving content.	15 - 20 files opened and all files updated accordingly every quarter year.	200	updated files available	198	90
From 1st June 2022 to 31st May 2023 - Supervise cleaning on daily basis.	Ensure cleaning is done at least once to twice per day as required.	200	signed cleaning register in place	198	90
From 1st June 2022 to 31st May 2023 - Making of office requisition and control management of office stationary.	Copies of counter requisitions (SII) showing at least 2 - 3 requisitions done every a month.	200	approved S11 available	198	100
From 1st June 2022 to 31st May 2023 - Drafting of office memos, letters and circulars within 8 hours of assignment.	Copies of at least 20 memos, letters and circulars drafted on weekly basis.	200	copies of signed memos available	199	100
From 1st June 2022 to 31st May 2023 - Attend and participate in meetings, workshops and trainings as directed.	Meeting attendance registers and filed minutes with evidence of having attended at least 2 - 3 meetings annually.	200	attendance register available	198	100



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From 1st June 2022 to 31st May 2023 - Managing clients on daily basis.	Updated visitors' register with proof for at least 5 visitors handled daily.	200	updated visitors register available	198	100
<b>Total Appraisee Score on Performance Targets</b>				<b>1384.00</b>	<b>680.00</b>
<b>Mean Appraisal Scores</b>				<b>197.71%</b>	<b>97.14%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are achievable and are a motivation towards better performance.	Make the targets SMARTS. Proceed to mid as agreed in January, 2023. Targets reviewed accordingly.

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
Despite having a difficult financial year, i have been consistently working reliably, efficiently and competently.	very good

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Receiving and recording of office mails on daily basis from 1st June 2022 to 31st May 2023	At least 150 to 200 received and recorded in the mail register every quarter of year.	No change	Ongoing, over 600 incoming mails received and recorded.
From 1st June 2022 to 31st May 2023 opening and updating of file records within 8 hours after receiving content.	15 - 20 files opened and all files updated accordingly every quarter year.	None	Ongoing - About 30 review files, 5 litigation files have been opened. Over 200 updated files.
From 1st June 2022 to 31st May 2023 - Supervise cleaning on daily basis.	Ensure cleaning is done at least once to twice per day as required.	None	Ongoing - The achievement level is immeasurable since this is a repetitive task.
From 1st June 2022 to 31st May 2023 - Making of office requisition and control management of office stationary.	Copies of counter requisitions (SII) showing at least 2 - 3 requisitions done every a month.	None	Ongoing - Currently, 7 requisitions have been made in the S11 book.
From 1st June 2022 to 31st May 2023 - Drafting of office memos, letters and circulars within 8 hours of assignment.	Copies of at least 20 memos, letters and circulars drafted on weekly basis.	None	Ongoing - 150 memos done and filed.



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From 1st June 2022 to 31st May 2023 - Attend and participate in meetings, workshops and trainings as directed.	Meeting attendance registers and filed minutes with evidence of having attended at least 2 - 3 meetings annually.	None	Ongoing - Attended at least 3 staff meetings.
From 1st June 2022 to 31st May 2023 - Managing clients on daily basis.	Updated visitors' register with proof for at least 5 visitors handled daily.	None	Ongoing - Average of 100 clients handled every month.

### MID YEAR APPRAISEES'S COMMENTS

The achievement level is good and am keen on putting effort towards not only to achieve but exceed the set targets.

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Good progress, proceed to values, competence and training needs.

### 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

In my line of duty, confidentiality is important in order to secure documents in handling, sharing of information and storage of the same by use of passwords and taking necessary security measures.

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

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Customer Care Skills	2 weeks	Professional Standards and Values in the Public Service Course
Customer Care Skills	4 weeks	Office Administration Skills Course
Customer Care Skills	4 weeks	Public Relations and Customer Care Course

### APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

I feel there is dire need to align my profession with the changing marketing demands/technology development in order to improve on my skills, efficiency and overall performance.

### IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Officer did not attend training because of financial constraints

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
Very good performance	Recommended for further training