



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150358	<b>Staff Name:</b>	Annpauline Matu
<b>ID Number:</b>	25354297	<b>Employee E-mail:</b>	annpauline.matu@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>	NLC9
<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 automation of Commission processes and procedure
Ensure efficient and effective administration services
Enhance efficiency in Commission services
To improve work enviromnet

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
From 1st June 2023 to 30th May 2024 - Daily receiving and recording of at least 5-10 mails within 8 hours of receiving.	Up to date incoming mail register.	Updated mail register	Updated mail register	101	100
From 1st June 2023 to 30th May 2024 - Daily dispatch of at least 5 - 10 mails within 8 hours after receiving.	Up to date outgoing mail register and daily file.	Updated mail register	Updated mail register	101	100
1st June 2023 to 30th May 2024 - Daily supervising and ensuring office cleanliness.	Duly signed cleaning schedule registeer	Office Clean/ updated cleaning register	Office Clean/ updated cleaning register	101	100
1st June 2023 to 30th May 2024 - Daily filing of at least 5 - 10 documents within 8 hours of receiving.	Up dated file records and soft copy of the same.	Updated files	Updated files	101	100
1st June 2023 to 30th May 2024 - Daily management of tea imprest and monthly surrender of the same.	- Good timing of availing tea (9am) on daily basis. - Well filed copies of imprest surrender records with proof of expenditure receipts.	Tea prepatod on time.	Tea prepatod on time.	101	95
1st June 2023 to 30th May 2024 - Daily handling of clients, assisting and directing them appropriately	Up to date visitor"s register.	Updated visitors' register	Updated visitors' register	101	95
<b>Total Appraisee Score on Performance Targets</b>				<b>606.00</b>	<b>590.00</b>



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<b>Mean Appraisal Scores</b>		<b>101%</b>	<b>98.33%</b>
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<b>APPRAISEE'S COMMENTS ON TARGET SETTING</b>	<b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b>
	Well set targets

<b>APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>	<b>IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>
The performance was satisfactory. I am in need of a desktop computer to be able to perform some of my duties on time.	

<b>MID YEAR REVIEW</b>			
<b>Agreed Performance Target</b>	<b>Performance Indicator</b>	<b>Target changed or Added</b>	<b>Remarks</b>
From 1st June 2023 to 30th May 2024 - Daily receiving and recording of at least 5-10 mails within 8 hours of receiving.	Up to date incoming mail register.	Target not changed	Ongoing
From 1st June 2023 to 30th May 2024 - Daily dispatch of at least 5 - 10 mails within 8 hours after receiving.	Up to date outgoing mail register and daily file.	Target not changed	Ongoing
1st June 2023 to 30th May 2024 - Daily supervising and ensuring office cleanliness.	Duly signed cleaning schedule register	Target not changed	Ongoing
1st June 2023 to 30th May 2024 - Daily filing of at least 5 - 10 documents within 8 hours of receiving.	Up dated file records and soft copy of the same.	Target not changed	Ongoing
1st June 2023 to 30th May 2024 - Daily management of tea imprest and monthly surrender of the same.	- Good timing of availing tea (9am) on daily basis. - Well filed copies of imprest surrender records with proof of expenditure receipts.	Target not changed	Ongoing

<b>MID YEAR APPRAISEES'S COMMENTS</b>	<b>MID YEAR IMMEDIATE SUPERVISORS COMMENTS</b>
There was no added duties.	

<b>VALUES AND STAFF COMPETENCIES APPRAISAL</b>		
<b>Criteria Cluster</b>	<b>Appraisee's Values and Competencies</b>	<b>Immediate Supervisor Comments</b>



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I value efficiency in my performance.	

STAFF TRAINING AND DEVELOPMENT NEEDS	
Training & Development Needs	Duration
Customer Care Skills	2 weeks

### Type of Training

Customer Care Management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The Course will enhance my skills	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Very good performance	Recommended for further training subject to availability of funds