



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20220681	Staff Name:	Monica Purkei Nampaso
ID Number:	20210113	Employee E-mail:	monica.purkei@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Seconded/Contract	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	HRA	Appraisal Status	Supervisor
Immediate Supervisor:	Maymuna Mohamed Hussein	Immediate Supervisor Designation:	Senior Administration Officer
Second Supervisor:	Guyo Bagaja Sora	Supervisor Designation:	Principal Human Resource Officer

DEPARTMENTAL OBJECTIVES

To strengthen the human resources capacity

To improve work environment

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Receiving and recording of office mails on daily basis within 8 hours after receiving from 3rd October 2022 to 30th June 2023	Incoming mail register	200		100	0
Dispatching of office mails on daily basis within 8 hours after receiving from 3rd October to 0th June 2023	Outgoing mail register	200		100	0
Preparing and serving of office tea on daily basis by 9.00 am from 3rd October 2022 to 30th June 2023	- Timing when office tea is served - Receipt of purchasing items	200		100	0
To supervise cleaning on a daily basis from 3rd October 2022 to 30th June 2023	Cleaning schedule register	200		100	0
Making requisition and picking office items in store on weekly basis from 3rd October 2022 to 30th June 2023	Counter requisition and issue Voucher (S11)	200		100	0
To assist in drafting of office memos with 8 hours of assignment from 3rd October 2022 to 30th June 2023	Files office memos	200		100	0
To participate in meetings	Meeting attendance registers	200		80	0
To file office documents with 8 hours after receiving from 3rd October 2022 to 30th June 2023	Updated office files	200		100	0
To attend to client of daily basis	Visitors register	200		100	0



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To manage imprest on monthly basis and to surrender by first week of every month from 3rd October 2022 to 30th June 2023	Surrender memo	200		100	0
Total Appraisee Score on Performance Targets				980.00	0.00
Mean Appraisal Scores				98%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are achievable	proceed to mid year

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
Achieved and surpassed the set targets.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Receiving and recording of office mails on daily basis within 8 hours after receiving from 3rd October 2022 to 30th June 2023	Incoming mail register	No change	101
Dispatching of office mails on daily basis within 8 hours after receiving from 3rd October to 30th June 2023	Outgoing mail register	No Change	101
Preparing and serving of office tea on daily basis by 9.00 am from 3rd October 2022 to 30th June 2023	- Timing when office tea is served - Receipt of purchasing items	No Change	100
To supervise cleaning on a daily basis from 3rd October 2022 to 30th June 2023	Cleaning schedule register	No Change	100
Making requisition and picking office items in store on weekly basis from 3rd October 2022 to 30th June 2023	Counter requisition and issue Voucher (S11)	No Change	70
To assist in drafting of office memos with 8 hours of assignment from 3rd October 2022 to 30th June 2023	Files office memos	No Change	100
To participate in meetings	Meeting attendance registers	No Change	100



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To file office documents with 8 hours after receiving from 3rd October 2022 to 30th June 2023	Updated office files	No Change	100
To attend to client of daily basis	Visitors register	No Change	100
To manage imprest on monthly basis and to surrender by first week of every moth from 3rd October 2022 to 30th June 2023	Surrender memo	No Change	100

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets achievable	proceed to mid year

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
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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer Care Skills	4 weeks	Secretarial Managment Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Secretarial management course will enhance my day to day duty.	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations