



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150313	Staff Name:	Elizabeth Mundia Wairimu
ID Number:	6107444	Employee E-mail:	elizabeth.mundia@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	CC&A	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Stephen Chebii Kipchumba	Immediate Supervisor Designation:	Principal Advocacy Officer
Second Supervisor:	Walter Hesbon Ooko Menya	Supervisor Designation:	Head Corporate Communication and Advocacy

DEPARTMENTAL OBJECTIVES

To enhance corporate image of the Commission

To promote good corporate governance

improve Visibility

To conduct Public education and Advocacy

Coordination of partnerships and linkages

Manage both internal and external communication

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
opening and closing files	open and close four to five files a week	I have a register	95	168	0
branding of commission events and activities	2 branded activities weekly	branding of commission materials at hand	97	100	0
coordination of distribution of IEC materials	distribute 3 IEC materials weekly	i achieved well	89	90	0
Ensure availability of registration forms during meeting	number of registration forms signed and filled	registration forms were available	98	100	0
Dispatch of letters	number of letters dispatched	10 letters dispatched	99	100	0
To ensure customer care service on 6th floor	visitors register signed	service delivered	100	150	0
opening and closing files	open and close four to five files a week	I have a register	100	168	0



INDIVIDUAL APPRAISAL REPORT

branding of commission events and activities	2 branded activities weekly	branding of commission materials at hand	97	100	0
Total Appraisee Score on Performance Targets				976.00	0.00
Mean Appraisal Scores				122%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set are achievable	The target set are realistic. The appraisee to be provided with necessary resources and training to achieve them

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 achieved my targets according to my ability	The staff performed her functions diligently.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
opening and closing files	open and close four to five files a week	target not changed	ongoing
branding of commission events and activities	2 branded activities weekly	target not changed	ongoing
coordination of distribution of IEC materials	distribute 3 IEC materials weekly	target not changed	ongoing
Ensure availability of registration forms during meeting	number of registration forms signed and filled	target not changed	A register of all staff and stakeholders who have attended the meeting
Dispatch of letters	number of letters dispatched	target not changed	ongoing
To ensure customer care service on 6th floor	visitors register signed	target not changed	A visitors register signed on a daily
opening and closing files	open and close four to five files a week	target not changed	Ongoing
branding of commission events and activities	2 branded activities weekly	Target not changed	Ongoing

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
targets did not change	the performance is ongoing and targets not changed



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VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%
Values	Confidentiality	Very Good - Upto 100%
Values	Fairness	Very Good - Upto 100%
Core Competencies	Efficiency	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
professionalism and competency in executing my duties.	the appraisee demonstrates professionalism and competency in executing her duties.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
customer care skills	2 weeks	customer care management course
customer care skills	2 weeks	customer care management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I would like to improve on my customer care skills	I recommend training of the appraisee on Customer Care Skills to improve service delivery.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The staff performed satisfactorily.	Refresher Training on Customer care and public relations