



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150207	Staff Name:	Catherine Kimisik Chepkemboi
ID Number:	22171509	Employee E-mail:	catherine.kimisik@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2016 - 2017
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	ICT	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Julius Tarus Kiplagat	Immediate Supervisor Designation:	Chief systems administrator
Second Supervisor:	Amos Parletuan Kasaine	Supervisor Designation:	HEAD,ICT

DEPARTMENTAL OBJECTIVES
Ensure Automation of Commission's Processes and procedures.
Ensure secure, efficient and reliable Information Technology Infrastructure.
Promote efficient utilization of Information Systems

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
ICT Policy Implementation and Sensitization	Number of staffSensitized	125	120	120	130
Training of ICT staff on Cyber Security.	Number of staff Trained	160	165	150	155
HRM System Implementation.	Number of Modules Implemented	180	180	180	170
Emails Replication	Replicated emails and high availability	170	175	150	160
Change of Domain from nlc.or.ke to landcommission.go.ke and reconfiguration of Active Directory	Working Domain and Active Directory	160	160	150	150
Repair and Maintenance of Hardware and Software	Number of Hardware and Software Repair.	170	175	180	160
Total Appraisee Score on Performance Targets				930.00	925.00
Mean Appraisal Scores				155%	154.17%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set with help from supervisor	Achievable targets set at the beginning of financial year.



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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 as set	All Target achieved or exceeded. keep it up

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Performance Targets didn't change during the mid year Review	Mid year targets met, kindly work towards achieving the remaining year targets.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Very Good - Upto 100%
Core Competencies	Professionalism	Excellent - Higher Than 100%
Core Competencies	Integrity	Excellent - Higher Than 100%
Core Competencies	Innovativeness	Very Good - Upto 100%
Core Competencies	Independence	Excellent - Higher Than 100%
Core Competencies	Efficiency	Very Good - Upto 100%
Core Competencies	Transparency and Accountability	Very Good - Upto 100%
Managerial and Supervisory Competence	Planning and Organizing	Very Good - Upto 100%
Managerial and Supervisory Competence	Training and Development	Good - Between 80% and 99%
Managerial and Supervisory Competence	Accountability in Managing Resources	Very Good - Upto 100%
Managerial and Supervisory Competence	Anticipating Risks and Taking Measures to Mitigate against them	Very Good - Upto 100%
Managerial and Supervisory Competence	Judgement and Objectivity	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Managing and Evaluating Performance	Very Good - Upto 100%
Managerial and Supervisory Competence	Promoting use of Information Technology	Excellent - Higher Than 100%
Values	Respect for National /Gender Diversity	Excellent - Higher Than 100%
Values	Meritocracy	Very Good - Upto 100%
Values	Fairness	Very Good - Upto 100%
Values	Confidentiality	Excellent - Higher Than 100%



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE	
My supervisor explained to me the core values and competences as required by the Commission		The Appraisee scored highly on Values And Competencies	
STAFF TRAINING AND DEVELOPMENT NEEDS			
Training & Development Needs	Duration	Type of Training	
Microsoft Certified Solutions Expert	6 months	Professional	
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
I was not able to attend my training due to lack of finance. request to be considered in the next financial year		Recommended to undertake Senior Management Course (SMC)	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS			
Second Supervisor Comments	Second Supervisor Recommendations		
The officer performed above set targets. Good work	I recommend for further training on system administrator and senior management course.		