



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150307	Staff Name:	Joy Kaaria Mwende
ID Number:	26090936	Employee E-mail:	joy.kaaria@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:	NLC7
Dept/Directorate	HRA	Appraisal Status	Immediate Supervisor Reviewed
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 8hrs after receiving from 30th June 2022 t 30th June 2023.	Incoming mail register	200		198	0
2.Dispatching of office mails on daily basis within 8hrs after receiving from 30th June to 30th June 2023	Outgoing mail register.	200		199	0
3.Preparing and serving of office tea on daily basis by 9.am from June 2022 to 30th June 2023	Timing when office tea is served Receipts of purchasing items.	200		195	0
4.To supervise cleaning on a daily basis from June 2022 to June 2023	Cleaning schedule register	200		198	0
5.Making requisition and picking of office items in store on weekly basis from 30th June 2022 to 30th June 2023	Counter requisition and issue voucher (s11)	200		199	0
6.To assist in drafting of office memos within 8hrs of assignment from 30th June 2022 to June 2023.	Filed office memos	200		198	0
7.To participate in meetings.	7.Meeting attendance registers	200		199	0
8.To file office documents within 8hrs after receiving from 30th June 2022 to June 2023.	Updated office files	200		199	0
9.To attend to client on daily basis	9.Visitors register	200		199	0



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10.To manage imprest on monthly basis and to surrender by first week of every month from 30th June 2022 to June 2023	10.Surrender Memo	200		199	0
Total Appraisee Score on Performance Targets				1983.00	0.00
Mean Appraisal Scores				198.3%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets Achievable	proceed to mid year review

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
Have achieved and surpassed my Targets.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Receiving and recording of office mails on daily basis within 8hrs after receiving from 30th June 2022 t 30th June 2023.	Incoming mail register	NO CHANGE	100
2.Dispatching of office mails on daily basis within 8hrs after receiving from 30th June to 30th June 2023	Outgoing mail register.	NO CHANGE	101
3.Preparing and serving of office tea on daily basis by 9.am from June 2022 to 30th June 2023	Timing when office tea is served Receipts of purchasing items.	NO CHANGE	101
4.To supervise cleaning on a daily basis from June 2022 to June 2023	Cleaning schedule register	NO CHANGE	101
5.Making requisition and picking of office items in store on weekly basis from 30th June 2022 to 30th June 2023	Counter requisition and issue voucher (s11)	NO CHANGE	101
6.To assist in drafting of office memos within 8hrs of assignment from 30th June 2022 to June 2023.	Filed office memos	NO CHANGE	100
7.To participate in meetings.	7.Meeting attendance registers	NO CHANGE	100



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8.To file office documents within 8hrs after receiving from 30th June 2022 to June 2023.	Updated office files	NO CHANGE	100
9.To attend to client on daily basis	9.Visitors register	NO CHANGE	100
10.To manage imprest on monthly basis and to surrender by first week of every month from 30th June 2022 to June 2023	10.Surrender Memo	NO CHANGE	100

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
TARGET ACHIVABLE	proceed to self rating

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
These are my core compentecies,flexibility,time management,problem solving,Team work and adaptability.	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory Skills	4weeks	Supervisory Management course
Customer Care Skills..	4weeks	Customer care skills

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Training will give me knowledge when it comes supervisory work given to do and customer care skills will enable me to deal with the clients.	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations