



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150265	<b>Staff Name:</b>	Christine Mwinza Kyai
<b>ID Number:</b>	11186212	<b>Employee E-mail:</b>	christine.kyai@landcommission.go.ke
<b>Appraisal Type:</b>	MID FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<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>	HLI	<b>Appraisal Status</b>	Immediate Supervisor Reviewed
<b>Immediate Supervisor:</b>	Cyrus Nyaga Njue	<b>Immediate Supervisor Designation:</b>	Principal Supply Chain Management Officer
<b>Second Supervisor:</b>	Mohamednoor Bashir Farah	<b>Supervisor Designation:</b>	Head Supply Chain Management

### DEPARTMENTAL OBJECTIVES

Timely procurement of goods, works and services to the Commission cost effectively.

Effective and efficient procurement and management of goods, and services.

To promote economy, efficiency and transparency in procurement and stores management

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Receive and distribute office mails.	Recording in the mails register.		100	100	100
Requisition and control of office consumables	Updating the Ledger.			100	0
Ensure offices are clean.	Clean office facility at all times.			100	0
Prepare tea for Staffs.	Always sufficient tea for the Staff.			100	0
Receiving quests in the office.	Recording in the visitors book.			100	0
Recording any breakages in the office.	Informing in-charge.			100	0
<b>Total Appraisee Score on Performance Targets</b>				<b>600.00</b>	<b>100.00</b>
<b>Mean Appraisal Scores</b>				<b>100%</b>	<b>16.67 %</b>

### APPRAISEE'S COMMENTS ON TARGET SETTING

Targets well set

### IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Please put score and performance indicators and revert asap for my rating



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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

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

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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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
Targets achievable	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer care Skills	14 days	Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Trainings are necessary	Recommended

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations