



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150295	Staff Name:	Chrispol Barare Binyanya
ID Number:	22625657	Employee E-mail:	chrispol.binyanya@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2024-2025
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	46-Nyamira County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Appraisee Reviewed
Immediate Supervisor:	Henry Ondara	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Henry Ondara	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
General clerical work record keeping, filing, photocopy and reception	Files and records			0	0
Drafting minutes of staff monthly meetings	minutes			0	0
Drafting letters and correspondences	file correspondences			0	0
maintenance of commission assets	Assets register in place			0	0
preparation of quarterly and annual reports	reports filed			0	0
Tracking of in coming and outgoing mails	Incoming/outgoing mail register, Delivery book			0	0
Customer service-attending to clients on daily basis	Daily attendance register, Visitors book			0	0
Opening and closing of offices	Duty roster			0	0
Updating court cases register	updated court cases register			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

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



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
MID YEAR APPRAISEES'S COMMENTS		MID YEAR IMMEDIATE SUPERVISORS COMMENTS	
The targets are achievable			
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	
STAFF TRAINING AND DEVELOPMENT NEEDS			
Training & Development Needs	Duration	Type of Training	
Customer care	2 weeks	customer care	
Records management	2 weeks	Records management	
Land management and administration	4 months	Administration course	
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
The trainings will equip me with more skills in service delivery			
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS			
Second Supervisor Comments	Second Supervisor Recommendations		