



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150426	Staff Name:	Achieng Onyango Christabel
ID Number:	26135236	Employee E-mail:	christabel.onyango@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	38-Vihiga County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Domtila Gati	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Domtila Gati	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

1. Management and administration of public land.
2. Use of land and security of land rights.
3. Land dispute resolution and conflict management.
4. Institutional strengthening.

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
1. Cleaning offices daily before 8 am	Clean offices	Done as expected	75	140	75
2. Opening office daily	Attendance register, duty roster	Done as expected	80	140	80
3. Timely dispatch of office correspondence.	Delivery book, postage receipts	100	100	125	87
4. Preparing office tea before 10 am daily	ready tea	Done as expected	90	100	90
5. Participate in 12 public awareness programs annually on NLC mandate	reports, site photos, attendance lists	40	40	200	150
6. Handling of no. 40 simple client inquiries and referring complex ones to the County Coordinator	Daily clients inquiry book, visitors book,	37	37	93	93
7. Attending 12 no. monthly staff meetings	minutes	12	12	100	100
8. Accompanying the County Coordinator in the no. 24 site visits/inspection	ground reports, photographs, application letters, list of attendance	40	40	166	140
9. Participate in identification of 10 no. of natural resources in the County	list of attendance, photographs, ground reports	10	10	100	100



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Sorting and filling of mails and other office correspondence.	Documents, Files, Inward register, Letters.	Done as expected	55	100	90
Drafting and typing simple office correspondence.	Letters	Done as expected	16	100	83
Total Appraisee Score on Performance Targets				1364.00	1088.00
Mean Appraisal Scores				124%	98.91%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
All the targets set are achievable.	The targets were discussed and agreed upon before 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
I have achieved all my targets as expected.	The appraisee was able to achieve all the targets and even exceed in others.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Cleaning offices daily before 8 am	Clean offices	Target remained the same	Target was on course.
2. Opening office daily	Attendance register, duty roster	Target not changed	Target was on course.
3. Timely dispatch of office correspondence.	Delivery book, postage receipts	Target did not change	No.44 mails had been dispatched by mid year.
4. Preparing office tea before 10 am daily	ready tea	Target was not varied	Tea is always ready in time.
5. Participate in 12 public awareness programs annually on NLC mandate	reports, site photos, attendance lists	Target remained the same	No. 24 public awareness had been conducted.
6. Handling of no. 40 simple client inquiries and referring complex ones to the County Coordinator	Daily clients inquiry book, visitors book,	Target did not change	Target is 42% achieved by mid year.
7. Attending 12 no. monthly staff meetings	minutes	Target remains the same	Attended 6 staff meetings.
8. Accompanying the County Coordinator in the no. 24 site visits/inspection	ground reports, photographs, application letters,list of attendance	Target remained the same	The target was surpassed to 24 site inspections.Target was reviewed upwards by 40%



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9. Participate in identification of 10 no. of natural resources in the County	list of attendance, photographs,ground reports	Target remained the same	The list of the natural resources is available pending site inspection.
Sorting and filling of mails and other office correspondence.	Documents, Files, Inward register, Letters.	Target added	A new target
Drafting and typing simple office correspondence.	Letters	Target added	A new target

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
By mid year the targets were achieved.	

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	Good - Between 80% and 99%
Core Competencies	Integrity	Good - Between 80% and 99%
Core Competencies	Innovativeness	Good - Between 80% and 99%
Core Competencies	Independence	Fair - Between 60% and 79%
Core Competencies	Efficiency	Good - Between 80% and 99%
Core Competencies	Transparency and Accountability	Very Good - Upto 100%
Managerial and Supervisory Competence	Planning and Organizing	Fair - Between 60% and 79%
Managerial and Supervisory Competence	Training and Development	Good - Between 80% and 99%
Managerial and Supervisory Competence	Accountability in Managing Resources	Good - Between 80% and 99%
Managerial and Supervisory Competence	Judgement and Objectivity	Good - Between 80% and 99%
Managerial and Supervisory Competence	Managing and Evaluating Performance	Good - Between 80% and 99%
Managerial and Supervisory Competence	Promoting use of Information Technology	Good - Between 80% and 99%
Values	Respect for National /Gender Diversity	Good - Between 80% and 99%
Values	Meritocracy	Fair - Between 60% and 79%
Values	Fairness	Good - Between 80% and 99%
Values	Confidentiality	Good - Between 80% and 99%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I follow the values and core competencies in performing my duties.	The officer is very professional and committed to her work.



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Proficiency Skills	4 weeks	Skills Enhancement Course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
To improve my skills and performance.		The supervisor should be considered for training this year.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
The officer did her level best in terms of performance to meet the targets that had been agreed upon.	The appraisee should be considered for training this financial year.	