



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150251	Staff Name:	Betty Bosuben Chepngeno
ID Number:	22820511	Employee E-mail:	betty.bosuben@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	45-Kisii County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
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 filing and record keeping	files	All files arranged in order	80	80	100
Preparing minutes of staff monthly meetings	Minutes	Minutes prepared and printed on time.	90	90	100
Updating court cases register	updated register	Register updated on time	80	80	100
Typing correspondences	file correspondences	Correspondence s typed and recorded on time.	80	70	100
Maintenance of commission assets	Asset register in place	Assets maintained.	100	80	100
Preparation of quarterly/annual reports	Reports filed	Report prepared on time.	80	90	100
Tracking incoming/outgoing mails	incoming/outgoing mail register Delivery book	Mails received and dispatched on time.	100	90	100
Attending to clients on a daily basis	Daily attendance register Visitors book	Well recorded in visitors book.	80	80	100
Preparing of office tea	Duty roster	Tea prepared on time.	90	100	100



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Opening/ closing of offices	Duty roster	Opening / closing of office on time.	100	100	100
Office cleaning	Duty Roster	Office cleaned on time.	100	100	100
Total Appraisee Score on Performance Targets				960.00	1100.00
Mean Appraisal Scores				87.27%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING

Targets are mutually agreed upon and achievable.

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

The targets are achievable.

APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

The targets set are smart and achievable.

IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

The performance is good. However, training and adequate finance required for better performance.

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
General filing and record keeping	files	None	No target changed
Preparing minutes of staff monthly meetings	Minutes	None	No target changed
Updating court cases register	updated register	None	No target changed
Typing correspondences	file correspondences	None	No target changed
Maintenance of commission assets	Asset register in place	None	No target changed
Preparation of quarterly/annual reports	Reports filed	None	No target changed
Tracking incoming/outgoing mails	incoming/outgoing mail register Delivery book	None	No target changed
Attending to clients on a daily basis	Daily attendance register Visitors book	None	No target changed
Preparing of office tea	Duty roster	None	No target changed
Opening/ closing of offices	Duty roster	None	No target changed
Office cleaning	Duty Roster	None	No target changed



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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The set targets were maintained	Targets achievable.

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Good - Between 80% and 99%
Managerial and Supervisory Competence	Training and Development	Very Good - Upto 100%
Values	Fairness	Very Good - Upto 100%
Core Competencies	Integrity	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Adhering to the rule of law	Good performance, effectiveness and efficiency exhibited in the course of the financial year.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer care skills	2 weeks	Customer care management course
Public relation skills	2 weeks	Public relation course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will help me in achieving my set targets.	Training opportunities should be provided in the new financial year.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Good performance and there is room for further improvement.	Recommended for training in the new financial year.