



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150316	<b>Staff Name:</b>	Fred Owino Oduor
<b>ID Number:</b>	22803397	<b>Employee E-mail:</b>	fred.owino@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	38-Vihiga County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Immediate Supervisor Reviewed
<b>Immediate Supervisor:</b>	Domtila Gati	<b>Immediate Supervisor Designation:</b>	COUNTY COORDINATOR
<b>Second Supervisor:</b>	Domtila Gati	<b>Supervisor Designation:</b>	COUNTY COORDINATOR

### DEPARTMENTAL OBJECTIVES

Management and administration of public land.

Land dispute resolution and conflict management.

Use of land rights and security of land rights.

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Filling and records keeping 80% on a daily basis	Files,inward register,	up to 80%	Up to 70%	100	90
Assist in writing quarterly reports,1 per quarter	Reports, Data collection register,	4	3	100	75
Participate in 4 public awareness meetings annually on the NLC mandate	Attendance list, site photographs, reports	11	11	200	200
Accompany the County Coordinator in the no.24 site visits/inspection	Reports,Photos,Attendance list	16	16	67	67
Typing and printing official mails, reports, and office correspondence.	Letters,Memos, minutes.	Done as expected		100	0
Prepare 1 imprest on a quarterly basis.	Ledger, Receipts	1	1	100	100
Handling of no. 60 simple clients inquires and referring complex ones to the county coordinator	Visitor"s books	50	50	83	83
Participate in identification of 10. no. of natural resources in the county.	List of attendance,,Photographs,Ground reports	48	48	200	200
Attending 12 no. monthly staff meetings.	Minutes.	12	12	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>1050.00</b>	<b>915.00</b>
<b>Mean Appraisal Scores</b>				<b>116.67%</b>	<b>101.67%</b>



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are attainable.	

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 do participate in all challenging tasks and go above and beyond target.	The targets set were discussed and agreed upon; they also met the SMART criteria.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Filing and records keeping 80% on a daily basis	Files,inward register,	Target remained the same.	Target was on course.
Assist in writing quarterly reports,1 per quarter	Reports, Data collection register,	Target was maintained.	100% achieved.
Participate in 4 public awareness meetings annually on the NLC mandate	Attendance list, site photographs, reports	Target was maintained.	100% achieved.
Accompany the County Coordinator in the no.24 site visits/inspection	Reports,Photos,Attendance list	Target remained the same.	70% achieved
Typing and printing official mails, reports, and office correspondence.	Letters,Memos, minutes.	Target maintained.	Target 100% completed.
Prepare 1 imprest on a quarterly basis.	Ledger, Receipts	The target remained changed	target 100% attained.
Handling of no. 60 simple clients inquires and referring complex ones to the county coordinator	Visitor"s books	Target maintained.	80% attained
Participate in identification of 10. no. of natural resources in the county.	List of attendance,,Photographs,Ground reports	Target added	100% achieved
Attending 12 no. monthly staff meetings.	Minutes.	Target maintained.	6 staff meetings attended

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
most of the targets were attained.	By mid year, the appraisee had met most of the targets as agreed.



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### 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	Very Good - Upto 100%
Core Competencies	Integrity	Excellent - Higher Than 100%
Core Competencies	Innovativeness	Good - Between 80% and 99%
Core Competencies	Independence	Good - Between 80% and 99%
Core Competencies	Efficiency	Very Good - Upto 100%
Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%
Values	Respect for National /Gender Diversity	Excellent - Higher Than 100%
Values	Meritocracy	Very Good - Upto 100%
Values	Fairness	Excellent - Higher Than 100%
Values	Confidentiality	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
i will be transparent and accountability while executing my duties.	The appraisee is dependable and does his work professionally.

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Public relations and customer care	four weeks	Customer care management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I am curious and always tend to learn new things	The appraisee should be considered for training as requested.

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations