



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210543	Staff Name:	Enock Ogeto Orechi
ID Number:	23604977	Employee E-mail:	enock.orechi@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC5
Dept/Directorate	HRA	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Nicholas Kirimi Mwiti	Immediate Supervisor Designation:	Principal Records Management Officer
Second Supervisor:	Ben Tuwai Bett	Supervisor Designation:	Director Human Resource and Administration

DEPARTMENTAL OBJECTIVES

To strengthen the human resource capacity

To improve work environment

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To appraise and process 2,400 dormant files (records) by of Financial year	Accession register, List for destruction and Gide to Archive	Appraised and processed 2,500 dormant files	Appraised and processed 2,500 dormant files	104	104
To carry out Files stock taking for Land Administration files by end of third quarter	List of files that we have and the one that are missing	File inventory for Land Administration files done	File inventory for Land Administration files done	90	90
To acquire 10 lockable storage (cabinets) equipment for proper storage of records by the end of Financial Year	Reports, minutes and photos	Able to acquire 8 lockable file storage equipment	acquired 8 lockable file storage equipment	85	85
To come up with incoming and outgoing mail Registers by the end of first quarter	Register for incoming and outgoing mails	Registers (tracking tools) were created	Registers (tracking tools) were created	100	100
To Formulate records management policies, guidelines and standards by end of Financial year	Records management policy and procedures manual	The formulation of records management policies, guidelines and standards done	The formulation of draft records management policies, guidelines and standards done	95	90
Total Appraisee Score on Performance Targets				474.00	469.00



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Mean Appraisal Scores		94.8%	93.8%
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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The target set has been agreed by my immediate supervisor	The officer level of performance was satisfactory

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
Most of the targets was achieved but the following were some of the challenges i.e. lack of finance, lack of enough staff	Good performance

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To appraise and process 2,400 dormant files (records) by of Financial year	Accession register, List for destruction and Gide to Archive	Not Changed	75%
To carry out Files stock taking for Land Administration files by end of third quarter	List of files that we have and the one that are missing	Not Changed	95%
To acquire 10 lockable storage (cabinets) equipment for proper storage of records by the end of Financial Year	Reports, minutes and photos	Not Changed	70%
To come up with incoming and outgoing mail Registers by the end of first quarter	Register for incoming and outgoing mails	Not Changed	100%
To Formulate records management policies, guidelines and standards by end of Financial year	Records management policy and procedures manual	Not Changed	75%

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The targets has been worked on but not 100% achieved so far.	The staff member tried to achieve set targets by 50%

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
I was able to coordinate well with my immediate supervisor in order to achieve the set targets	



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory skill	one month	Supervisory Management Course
Records management skills, Information technology skills	one month	Digitization of records and how to management e- records
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training need to be taken to advance my skills	Training will be undertaken	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	