



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150239	Staff Name:	Christine Mueni Kavivya
ID Number:	27919848	Employee E-mail:	christine.mueni@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Samuel Mwenje Nthuni	Immediate Supervisor Designation:	Deputy Director
Second Supervisor:	Samuel Mwenje Nthuni	Supervisor Designation:	Deputy Director

DEPARTMENTAL OBJECTIVES	
To facilitate access and use of land for socio economic and environment sustainability	
To facilitate resolution of disputes and conflicts on land and land based resources	

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Dispatch Mails	Mail register	100	Mail register available	100	100
Filing	The office documents are filled and easily traceable	100	Documents filed, labelled and secured	100	100
Requisition	Using of S11 procure items for the county offices to ensure they run smoothly	100	Requisitions done on time but once in a while delayed supplied	90	90
Ensure cleanliness of office	Routine check of office cleanliness	100	Offices cleaned	95	95
Making copies of letters before dispatch	Recorded in the office letter movement register	100	copied scanned and copied	120	120
Total Appraisee Score on Performance Targets				505.00	505.00
Mean Appraisal Scores				101%	101%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets well set	Set targets are SMART



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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
	The Officer performed exemplary well - exceeded expectation

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Dispatch Mails	Mail register	None	No target added
Filing	The office documents are filled and easily traceable	None	No target added
Requisition	Using of S11 procure items for the county offices to ensure they run smoothly	None	No target added
Ensure cleanliness of office	Routine check of office cleanliness	None	No target added
Making copies of letters before dispatch	Recorded in the office letter movement register	None	No target added

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
No target added	Set targets agreed

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
Good integrity	Please populate the values as required

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer Care Skills	2 weeks	Customer Care Course
Office administration skills	2 weeks	Office Administration course
Records Management	4 weeks	Records Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
These trainings will help me execute my duties well	The training listed are important for the officers career growth

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS
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Second Supervisor Comments	Second Supervisor Recommendations
The officer exceeded expectation	Continuous training on records management is recommended