



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150398	Staff Name:	Nancy Apoko Nyaboke
ID Number:	30295967	Employee E-mail:	nancy.apoke@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	HRA	Appraisal Status	Appraisee Reviewed
Immediate Supervisor:	Maymuna Mohamed Hussein	Immediate Supervisor Designation:	Senior Administration Officer
Second Supervisor:	Guyo Bagaja Sora	Supervisor Designation:	Principal Human Resource Officer

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To do requisition of items from procurement twice a week	Number of office supplies in the requisition book	office supplies in the requisition book requested on time		100	0
To ensure proper record keeping all the time	files and books of record	files and books of records		100	0
Recording and guiding of visitors in the office	visitors book	visitors book recorded and well kept		100	0
filling	number of files availabl	over 1000 files filled		100	0
photocopying and scanning of documents	Documents well filed for retrieval	over 2000 documents scanned and photocopied and well filed for easier retrieval		100	0
Total Appraisee Score on Performance Targets				500.00	0.00
Mean Appraisal Scores				100%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
TARGETS ARE ACHIEVABLE	



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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
I have achieved all my targets despite the challenges faced including lack of toners and printing papers	

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To do requisition of items from procurement twice a week	Number of office supplies in the requisition book	Target not changed	ongoing - Office requisitions and supplies done as required
To ensure proper record keeping all the time	files and books of record	Target not changed	Ongoing - All relevant books of records updated accordingly
Recording and guiding of visitors in the office	visitors book	target not changed	continuous process - Up -to -date records are done in the visitor's registration book.
filling	number of files availabl	Target not changed	Ongoing - Updated filing records both in soft and hard copies. About 30 files opened and updated accordingly.
photocopying and scanning of documents	Documents well filed for retrieval	Target not changed	approximately 100 documents scanned or photocopied on a daily basis

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
TARGETS ARE ACHIEVABLE	proceed to self rating

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Keeping and handling sensitive files and information private without disclosure	

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
SUPERVISORY SKILLS	1 month	Supervisory Management course
RECORD MANAGEMENT	2 weeks	RECORD MANAGEMENT

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I require this trainings to enable me perform my duties more efficiently	



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations