



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150398	<b>Staff Name:</b>	Nancy Apoko Nyaboke
<b>ID Number:</b>	30295967	<b>Employee E-mail:</b>	nancy.apoke@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>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	HRA	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Guyo Sora Bagaja	<b>Immediate Supervisor Designation:</b>	Principal Human Resource Officer
<b>Second Supervisor:</b>	Guyo Bagaja Sora	<b>Supervisor Designation:</b>	Principal Human Resource Officer

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
1.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	Office supplies in the requisition book requested on time	98	100
2. To ensure proper record keeping all the time	files and books of records	files and books of records	Proper book keeping	150	100
3. Dispatching of letters on a daily basis	dispatch and delivery books	dispatch and delivery books record kept	Dispatch and delivery books record kept properly	100	100
4. Recording and guiding of visitors in the office	visitors book	visitors book recorded and well kept	Visitors book recorded and well kept	100	100
5. filling	number of files available	over 100 files filled	Over hundred files completed	100	100
<b>Total Appraiser Score on Performance Targets</b>				<b>548.00</b>	<b>500.00</b>
<b>Mean Appraisal Scores</b>				<b>109.6%</b>	<b>100%</b>

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



## INDIVIDUAL APPRAISAL REPORT

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 set targets	Good performance

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1.To do requisition of items from procurement twice a week	Number of office supplies in the requisition book	No change	Ongoing - Office requisitions and supplies done as required
2. To ensure proper record keeping all the time	files and books of records	No change	Ongoing - All relevants and books of records updated accordingly.
3. Dispatching of letters on a daily basis	dispatch and delivery books	No change	Ongoing - all dispatch and deliveries are updated in mail registers.
4. Recording and guiding of visitors in the office	visitors book	No change	Ongoing - Up -to -date records are done in the visitor's registration book.
5. filling	number of files available	No change	Ongoing - Updated filing records both in soft and hard copies. About 30 files opened and updated accordingly.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I have challenged myself for better performance and am working towards exceeding the set expectations.	This is okay to proceed to the actual rating stage in June 2023.

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
Keeping and handling sensitive files and information private without disclosure	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
SUPERVISORY SKILLS	two weeks	SUPERVISORY MANAGEMENT COURSE
RECORD MANAGEMENT	two weeks	RECORD MANAGEMENT
SUPERVISORY SKILLS	two weeks	SUPERVISORY MANAGEMENT COURSE

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
THE TRAINING IS NECESSARY TO EQUIP ME WITH MORE SKILLS	Records management course is relevant for the officer



## INDIVIDUAL APPRAISAL REPORT

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Very good performance	Recommended for further training