



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150341	<b>Staff Name:</b>	Nancy Wangombe Gathoni
<b>ID Number:</b>	22507098	<b>Employee E-mail:</b>	nancy.wangombe@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>	NLC7
<b>Dept/Directorate</b>	LP&R	<b>Appraisal Status</b>	Immediate Supervisor Reviewed
<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

Enhanced efficiency in commission services

To ensure effective and efficient support to users.

Enhanced in commission Services

To ensure effective and efficient support to users.

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
From 1st June 2022 to 30th May 2023 - Receiving and recording of office mails on daily basis within 8 hours of receiving.	Received at least 5 - 10 letters on daily basis and recorded in the incoming mail register.			0	0
From 1st June 2022 to 30th May 2023 - Dispatching of office mail on daily basis within 8 hours after receiving	At least 3 - 5 mails dispatched and recorded on daily basis in the outgoing mail register.			0	0
From 1st June 2022 to 30th May 2023 - Making requisition and control of office items in procurement on monthly basis.	Office requisitions done at least once a month with proof in the copies of the same in the S11 Voucher Book			0	0
From 1st June 2022 to 30th May 2023 - Assist in drafting of office memos within 8 hours of assignment.	At least 3 to 5 memos/letters drafted on daily basis with filed records availed.			0	0
From 1st June 2022 to 30th May 2023 - Filing of office documents within 8 hours on receipt.	Organized and updated filing system done on daily basis at close of business.			0	0
To participate at least in 3 meetings every annual year.	Attendance records and captured minutes of at least 3 directorate/organization meetings attended.			0	0
From 1st June 2022 to 30th May 2023 - Manage tea imprest on monthly basis and surrendered accordingly.	Filed copies of surrender memos and receipts.			0	0



## INDIVIDUAL APPRAISAL REPORT

<b>Total Appraisee Score on Performance Targets</b>		<b>0.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>		<b>0%</b>	<b>0%</b>

<b>APPRAISEE'S COMMENTS ON TARGET SETTING</b>	<b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b>
The set targets are in line with my roles and duties and therefore achievable.	Targets are okay

<b>APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>	<b>IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>
My role in the Commission is very important & my targets are manageable and hope and pray that I will always be facilitated to meet the Commission/my goals.	

<b>MID YEAR REVIEW</b>			
<b>Agreed Performance Target</b>	<b>Performance Indicator</b>	<b>Target changed or Added</b>	<b>Remarks</b>
From 1st June 2022 to 30th May 2023 - Receiving and recording of office mails on daily basis within 8 hours of receiving.	Received at least 5 - 10 letters on daily basis and recorded in the incoming mail register.	NO CHANGE	100
From 1st June 2022 to 30th May 2023 - Dispatching of office mail on daily basis within 8 hours after receiving	At least 3 - 5 mails dispatched and recorded on daily basis in the outgoing mail register.	NO CHANGE	100
From 1st June 2022 to 30th May 2023 - Making requisition and control of office items in procurement on monthly basis.	Office requisitions done at least once a month with proof in the copies of the same in the S11 Voucher Book	NO CHANGE	100
From 1st June 2022 to 30th May 2023 - Assist in drafting of office memos within 8 hours of assignment.	At least 3 to 5 memos/letters drafted on daily basis with filed records availed.	NO CHANGE	100
From 1st June 2022 to 30th May 2023 - Filing of office documents within 8 hours on receipt.	Organized and updated filing system done on daily basis at close of business.	NO CHANGE	100
To participate at least in 3 meetings every annual year.	Attendance records and captured minutes of at least 3 directorate/organization meetings attended.	NO CHANGE	101



## INDIVIDUAL APPRAISAL REPORT

From 1st June 2022 to 30th May 2023 - Manage tea imprest on monthly basis and surrendered accordingly.	Filed copies of surrender memos and receipts.	NO CHANGE	101
--	---	-----------	-----

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
	Proceed

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
---	--

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory Skills	four weeks	Supervisory Management Course
Customer Care Skills	two weeks	Customer Care Management
Senior Management Skills	four weeks	Senior Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations