



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150358	<b>Staff Name:</b>	Annpauline Matu
<b>ID Number:</b>	25354297	<b>Employee E-mail:</b>	annpauline.matu@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>	NLC9
<b>Dept/Directorate</b>	HRA	<b>Appraisal Status</b>	Immediate Supervisor
<b>Immediate Supervisor:</b>	Maymuna Mohamed Hussein	<b>Immediate Supervisor Designation:</b>	Senior Administration Officer
<b>Second Supervisor:</b>	Guyo Bagaja Sora	<b>Supervisor Designation:</b>	Chief Human Resource Officer

### DEPARTMENTAL OBJECTIVES

To strengthen the human resources capacity

To improve work environment

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Opening Office Daily before 8am	Daily Report on time the Office is opened			0	0
Closing Office After 5pm	Office Closed after 5pm			0	0
Receiving incoming emails from other offices and outside the organization	Incoming mails records log book			0	0
Daily preparing office tea before 8:00	Tea prepared			0	0
Cleaning office utensils daily	Utensils cleaned daily			0	0
Daily supervising commissioners office when its being cleaned	Supervised daily			0	0
Giving warm reception to commissioner"s visitors	Reception commissioner"s visitors warmly			0	0
<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>

### APPRAISEE'S COMMENTS ON TARGET SETTING

Targets agreeable and achievable

### IMMEDIATE SUPERVISOR'S ON TARGET SETTING

proceed to mid year



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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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS

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 ensure my targets are done effectively	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Record management course	4 weeks	Record management course
proficiency course for clerical officers	4 weeks	proficiency course
Customer care skills	4 weeks	Customer care skills

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Will be able to work more effectively and efficiently	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations