



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20140094	<b>Staff Name:</b>	Purity Rwamba Kimotho
<b>ID Number:</b>	10223821	<b>Employee E-mail:</b>	purity.kimotho@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2018-2019
<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>	HRA	<b>Appraisal Status</b>	Immediate Supervisor Reviewed
<b>Immediate Supervisor:</b>	Joseph Muthomi Ngaruthi	<b>Immediate Supervisor Designation:</b>	Principal Land Administration
<b>Second Supervisor:</b>	Edith Lumire Sandera	<b>Supervisor Designation:</b>	Deputy Director

### DEPARTMENTAL OBJECTIVES

Efficient and effective administration services

Improve service delivery in Commission operations

Effective cost management and efficient internal control system

Enhanced efficiency in Commission operations

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Typing of official correspondence, emails, drafts, leases, allotment letters. Minimum of 5 to 10 letters per day.	Filed copy records of official correspondence, leases, allotment letters			101	0
Receiving of incoming and outgoing mails. Up to a minimum of 5 to 10 mails handled on daily basis.	Filed copies of incoming and outgoing mail and proper records on the written office mail book.			101	0
Managing the Boss' Diary, Booking appointments for clients/visitors. 10 to 20 visitors handled on daily basis.	Old Diary records with proof of booked appointments and filed copies of visitors' sheets.			100	0
Other clerical duties filing, scanning, records management. 20 to 40 documents recorded and filed on weekly basis.	Observed proper record keeping and filing including confidentiality and safekeeping of office documents.			101	0
<b>Total Appraisee Score on Performance Targets</b>				<b>403.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>100.75%</b>	<b>0%</b>

### APPRAISEE'S COMMENTS ON TARGET SETTING

My targets are immeasurable as my duties are vast and beyond the above duties.

### IMMEDIATE SUPERVISOR'S ON TARGET SETTING



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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
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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
It is my principle to always execute my duties efficiently, within the timelines and to meet the Commission's goals and objectives as required.	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Secretarial Management Training	4 weeks	Management Course
Records Management Course	3 weeks	Customer Care

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The above courses are essential in my day to day delivery and would help not only to improve but also enhance my output and general performance.	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations