



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150357	Staff Name:	Henry Omondi Oduory
ID Number:	32157942	Employee E-mail:	henry.omondi@landcommission.go.ke
Appraisal Type:		Appraisal Period:	2019-2020
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	26-Trans Nzoia County	Job Grade:	NLC9
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Charles Rading Otieno	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Charles Rading Otieno	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
provide sanitary and cleaning services	Office and office equipment's cleaned		done	0	100
Opening and closing of the office	Office opened and closed		done	0	100
Receiving and dispatching of mails	Mails received and dispatched		done	0	100
Preparing and serving tea	Tea prepared and served		done	0	100
Assist in packing and unpacking of items	Items packed and unpacked		done	0	100
Assist in dismantling, eliminating and destroying undesirable	Undesirable dismantled and eliminated		done	0	100
Receiving and directing of visitors	Visitors Received and directed		done	0	100
Total Appraisee Score on Performance Targets				0.00	700.00
Mean Appraisal Scores				0%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The performance is generally good despite having limited resources	The targets were discussed with the employee

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



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Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
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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
Core Competencies	Integrity	Excellent - Higher Than 100%
Values	Respect for National /Gender Diversity	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Planning and Organizing	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Observing of ethics and integrity in my daily duties	The employee is hard working despite limited resources

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
I.C.T Training	2 months	management
Record keeping and management	2 months	Management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The courses are relevant and will improve my performance targets if offered	The courses are relevant

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The overall performance was good	NONE