



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150295	Staff Name:	Chrispol Barare Binyanya
ID Number:	22625657	Employee E-mail:	chrispol.binyanya@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	46-Nyamira County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Henry Ondara	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Henry Ondara	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
Tracking incoming/outgoing mails	incoming mail register Delivery book	90	90	100	100
General filing and record keeping	new files opened	90	90	100	100
updating court cases register	updated register	70	70	70	100
maintenance of commission assets	Assets register in place physical equipment in useable state	80	89	80	100
preparing a compressive public land inventory	prepared and up to date inventory	80	89	90	100
preparing records of staff monthly meetings	file minutes	70	70	70	100
typing correspondences	file correspondences	80	80	80	100
preparations of quarterly/annual reports	quarterly/annually filed	90	89	80	100
Tracking incoming/outgoing mails	incoming mail register Delivery book		90	0	100
Total Appraisee Score on Performance Targets				670.00	900.00
Mean Appraisal Scores				74.44%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The set targets are achievable	A conducive environment and teamwork contributed to good performance



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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
The environment and cooperation was conducive for the attainment of the targets	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Tracking incoming/outgoing mails	incoming mail register Delivery book	None	Target not changed
General filing and record keeping	new files opened	None	Target not changed
maintenance of commission assets	Assets register in place physical equipment in useable state	None	Target not changed
preparing a compressive public land inventory	prepared and up to date inventory	None	Target not changed
preparing records of staff monthly meetings	file minutes	None	Target not changed
typing correspondences	file correspondences	None	Target not changed
preparations of quarterly/annual reports	quarterly/annually filed	None	Target not changed

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The set targets are achievable	Targets achievable

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
	Regular training required for better performance

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
customer care skills	2weeks	customer care
record-keeping/ retrieval	2weeks	operational



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
the skills are necessary for service delivery and day to day office operations	Regular training required for better performance
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
A conducive environment and teamwork contributed to good performance	There is room for improvements and better performance