



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150445	Staff Name:	Nancy Christine Awere
ID Number:	24013609	Employee E-mail:	nancy.awere@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	CC&A	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Stephen Chebii Kipchumba	Immediate Supervisor Designation:	Principal Advocacy Officer
Second Supervisor:	Walter Hesbon Ooko Menya	Supervisor Designation:	Head Corporate Communication and Advocacy

DEPARTMENTAL OBJECTIVES

To enhance corporate image of the Commission

To promote good corporate governance

Improve visibility

To conduct public education and Advocacy

Coordination of partnerships and linkages

Manage both internal and external communication

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Maintain safety of document, files and records	A filing system in place in the department	Filing system up to date	the departmental filling systems up to date	100	150
Ensure prompt dispatch of mail	Mails dispatched on time	All mails dispatched on time	Correspondence s and mails dispatched on time	105	120
Maintain an up to date register of mail	Mail register in place	Mail register is well updated to ensure trace of mails when necessary	A functional mail register in place	100	120



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Requisition required items	Availability of replenished stock	Stock replenished on time to ensure smooth operation in the office	Enough stock to ensure smooth running of the department	100	120
Minute Writing	Number of Minutes taken during Department Meetings	Departmental minutes filed and signed by the chairperson of the meeting	All departmental meetings are well documented	95	100
Ensure availability of registration forms during meetings	Filed registration forms filed	Registration form filed for all the meetings that takes place	Registration form filed for all the meetings that takes place	100	150
Total Appraisee Score on Performance Targets				600.00	760.00
Mean Appraisal Scores				100%	126.67%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Their is need for more training and resources for some of the targets to be fully achieved	The target set are realistic and achievable

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
Most of the targets were met but resources should be provided	The appraisee performed well though enough resources and training could motivate the appraisee to perform better.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Maintain safety of document, files and records	A filing system in place in the department	target not changed	performance ongoing filling done on need basis
Ensure prompt dispatch of mail	Mails dispatched on time	targets not changed	performance ongoing
Maintain an up to date register of mail	Mail register in place	target not changed	95% done
Requisition required items	Availability of replenished stock	target not changed	100% done
Minute Writing	Number of Minutes taken during Department Meetings	target not changed	100% done minutes taken during meetings



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Ensure availability of registration forms during meetings	Filed registration forms filed	target not changed	performance ongoing
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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
targets well met	the appraisee is on course in meeting the targets.

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 perform my duties professionally and deliver on time	The employee executes her duties professionally

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Report writing course	2 weeks	Report writing
Office Management Course	2 weeks	Office Management Course
Supervisory skills development course	2 weeks	Supervisory skills
Result based monitoring and Evaluation	2 weeks	Monitoring and evaluation
Management and Development Programme	2 weeks	Effective Office Administration Skills

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Due to lack of funds have not been able to attend the above courses as they are important because they will assist me to be more productive in my work area	The courses are requested are essentials to the appraisee to improve skills and knowledge.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The appraisee achieved most of the targets set though with enough resources (filling cabinets, photocopies, files) alot more can be achieved.	Training on the requested areas highly recommended to motivate the staff.