



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150346	<b>Staff Name:</b>	Alice Omondi Atieno
<b>ID Number:</b>	27562852	<b>Employee E-mail:</b>	alice.omondi@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2023-2024
<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>	SCM	<b>Appraisal Status</b>	Immediate Supervisor Reviewed
<b>Immediate Supervisor:</b>	Cyrus Nyaga Njue	<b>Immediate Supervisor Designation:</b>	Principal Supply Chain Management Officer
<b>Second Supervisor:</b>	Francis Mirara Mwaura	<b>Supervisor Designation:</b>	Intern

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
TO MANAGE IMPREST ON MONTHLY BASIS AND TO SURRENDER BY FIRSTWEEK OF EVERY MONTH FROM 30TH JUNE 2023TO 30TH JUNE 2024	SURRENDER MEMO			0	0
TO PRINT /PHOTOCOPY ALLOCATED DOCUMENTS FOR SUBMISSION FROM 1ST JULY TO 30TH JUNE2020 TO 2024	COPIES OF DOCEUMENTS			0	0
TO RECIEVE AND DISPATCH MAILS /MEMOS TO AND FROM VARIOUS DEPARTMENTS FROM 30TH JUNE 2023 TO 30TH JUNE2024	INCOMING AND OUTGOING MAIL REGISTERS			0	0
PREPARING AND SERVING OF OFFICE TEA ON DAILY BASIS BY 8.00AM FROM JUNE 30TH TO 2023 TO JUNE 30TH 2024	TIMINGS WHEN THE OFFICE TEA IS SERVED RECEIPTS OF PURCHASING ITEMS			0	0
FILLING OF VARIOUS DOCUMENTS IN THEIR RESPECTIVE FILES	FILES			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	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The set targets are achievable.	



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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
TO MANAGE IMPREST ON MONTHLY BASIS AND TO SURRENDER BY FIRSTWEEK OF EVERY MONTH FROM 30TH JUNE 2023TO 30TH JUNE 2024	SURRENDER MEMO	ADDED	ENSURE THAT IMPREST WAS SURRENDERED ON EVERY FIRST WEEK OF THE MONTH

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
	Do mid year review

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
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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations