



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20170488	Staff Name:	Josephine Mukui Kimomo
ID Number:	9365770	Employee E-mail:	josephine.kimomo@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC5
Dept/Directorate	LAM	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Guyo Sora Bagaja	Immediate Supervisor Designation:	Principal Human Resource Officer
Second Supervisor:	Ben Tuwai Bett	Supervisor Designation:	Director Human Resource and Administration

DEPARTMENTAL OBJECTIVES

Effective and efficient service delivery

Improve service delivery in commission operations

To facilitate equitable and secure access to land and land based resources

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1)Preparation of 4 meetings in a week	1) 4 number of meetings scheduled and attended	3 number of meetings took place as scheduled every week	Meetings took place as scheduled	100	100
2) Record keeping in the office	2) file 8 letters daily and record them in the file movement register	8 letters were received and recorded in the daily register	Letters were received and recorded in the daily register	100	100
3)Participate in responding to office mails and memos	3) Draft and type 4 letters and 3 memos , filed and dispatch mail register	approximately 5 letters and 3 memos were typed and dispatched daily	Letters and memos were typed and dispatched on daily basis	100	100
4) Security of office documents	4) Received and filed at least 20 Number of correspondence weekly and securely lock them in file cabinets	20 number of correspondence received weekly and filed	Correspondence received and filed properly	100	95



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5) Attend to 5 number of visitors in a day	5) Prove of number visitors served in a day in filed visitors pass	approximately 5 number of visitors were attended to daily	Visitors were attended on daily basis	100	100
Total Appraisee Score on Performance Targets				500.00	495.00
Mean Appraisal Scores				100%	99%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
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The targets were agreed on and were 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
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All the set targets were achieved, however there is need for better office machines, especially photocopier for enhanced service delivery	Good performance
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MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1)Preparation of 4 meetings in a week	1) 4 number of meetings scheduled and attended	There was no change or added targets during the mid year review	Targets were highly achievable as agreed upon
2) Record keeping in the office	2) file 8 letters daily and record them in the file movement register	There was no change or added targets during the mid year review	Targets achieved as agreed upon
3)Participate in responding to office mails and memos	3) Draft and type 4 letters and 3 memos , filed and dispatch mail register	There was no change or added targets during the mid year review	Targets were met as agreed upon
4) Security of office documents	4) Received and filed at least 20 Number of correspondence weekly and securely lock them in file cabinets	No change or added targets during the mid year review	The Targets were perfectly met as agreed upon
5) Attend to 5 number of visitors in a day	5) Prove of number visitors served in a day in filed visitors pass	No change or added targets was effected during the midyear review	targets were met as agreed

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The targets were agreed on and are achievable	Reviewed as appropriate. Proceed to self rating

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
1) Public Relation Skills	4 weeks	1) Public Relation Management Course
2) Customer Care skills	4 weeks	2) Customer Care Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The Training will enhance my management skills with regards to handling visitors and improve my performance and work output in the office	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Good performance	None