



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150349	<b>Staff Name:</b>	Catherine Murugu Kamene
<b>ID Number:</b>	24532501	<b>Employee E-mail:</b>	catherine.murugu@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<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>	CCO	<b>Appraisal Status</b>	Immediate Supervisor
<b>Immediate Supervisor:</b>	Hezron Kipchumba Kilimo	<b>Immediate Supervisor Designation:</b>	Senior Land Rights Monitoring Officer
<b>Second Supervisor:</b>	Fatuma Abubakar Horow	<b>Supervisor Designation:</b>	COUNTY COORDINATOR

### DEPARTMENTAL OBJECTIVES

To improve work environment

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Receiving and recording office mails on daily basis within 8hrs after receiving from 30th June 2022 to 30th June 2023	Incoming mail Register			101	0
Dispatching of Office mails on daily basis within 8hrs after receiving from 30th June 2022 to 30th June 2023	Outgoing mail register.			101	0
To supervise cleaning on daily basis by 9a.m from June 2022 to June 2023	Cleaning schedule register			100	0
Preparing and serving office tea on daily basis by 9a.m from June 30th to 30th June 2023	Timing when office tea is served .Receipts of purchasing items.			100	0
To file documents within 8hrs after receiving from 30th June 2022 to June 2023	Update office files			101	0
<b>Total Appraisee Score on Performance Targets</b>				<b>503.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>100.6%</b>	<b>0%</b>

### APPRAISEE'S COMMENTS ON TARGET SETTING

### IMMEDIATE SUPERVISOR'S ON TARGET SETTING

--	--



## INDIVIDUAL APPRAISAL REPORT

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

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
--------------------------------	---

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
Targets achivable	

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
--	---

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS
Second Supervisor Comments
Second Supervisor Recommendations