



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150295	<b>Staff Name:</b>	Chrispol Barare Binyanya
<b>ID Number:</b>	22625657	<b>Employee E-mail:</b>	chrispol.binyanya@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>	Male
<b>Work Station</b>	46-Nyamira County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Henry Ondara	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	Henry Ondara	<b>Supervisor Designation:</b>	County Coordinator

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
General filing and record keeping	Files	New files opened.	80	90	100
Preparing minutes of staff monthly meetings	Minutes	Minutes prepared and printed on time	90	80	100
Updating court cases register	Updated register	Register updated on time	80	80	100
Typing correspondences	File correspondences	Correspondences typed and recorded on time.	70	80	100
Maintenance of commission assets	Asset register in place	Assets maintained.	100	100	100
Preparation of quarterly/annual reports	Reports filed	Report prepared on time.	80	80	100
Tracking incoming/outgoing mails	Incoming/outgoing mail register Delivery book	Mails received and dispatched on time.	100	100	100
Attending to clients on a daily basis	Daily attendance register Visitors book	Well recorded in visitors book.	80	80	100
Preparing of office tea	Duty roster	Tea prepared on time.	90	70	100



## INDIVIDUAL APPRAISAL REPORT

Opening/closing of offices	Duty roster	Opening / closing of office on time.	100	100	100
Office cleaning	Duty roster	Office cleaned on time.	100	100	100
Maintenance of commission assets	Asset register in place	Assets maintained.	100	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>1060.00</b>	<b>1200.00</b>
<b>Mean Appraisal Scores</b>				<b>88.33%</b>	<b>100%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are mutually agreed upon 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
The target set are achievable.	Targets are achievable

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
General filing and record keeping	Files	None	No target changed
Preparing minutes of staff monthly meetings	Minutes	None	No target changed
Updating court cases register	Updated register	None	No target changed
Typing correspondences	File correspondences	None	No target changed
Maintenance of commission assets	Asset register in place	None	No target changed
Preparation of quarterly/annual reports	Reports filed	None	No target changed
Tracking incoming/outgoing mails	Incoming/outgoing mail register Delivery book	None	No target changed
Attending to clients on a daily basis	Daily attendance register Visitors book	None	No target changed
Preparing of office tea	Duty roster	None	No target changed
Opening/closing of offices	Duty roster	None	No target changed
Office cleaning	Duty roster	None	No target changed



## INDIVIDUAL APPRAISAL REPORT

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The target 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
Adhering to the rule of law	Good performance and efficiency exhibited in the course of the financial year.

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Customer care skills	2 weeks	Customer care management course
Record-keeping retrieval	2 weeks	Operational course

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.	Training opportunities should be provided in the new financial year

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
Good performance and there is room for improvement	Recommended for training in the new financial year.