



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150251	Staff Name:	Betty Bosuben Chepngeno
ID Number:	22820511	Employee E-mail:	betty.bosuben@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	46-Nyamira County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Henry Ondara	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Henry Ondara	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS						
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating	
Ensure proper filling system on daily basis	File	All files were arranged in order	80	100	100	
Assist in writing quarterly reports	Report	Report prepared and printed	90	80	100	
Attending to clients on a daily basis	Visitors book	Well recorded in visitors book	80	80	100	
Collection of data on public land	Status report	Data prepared and printed for record	70	70	100	
Drafting of staff minutes within two days after the meeting	Minutes	Minutes prepared and printed on time	90	100	100	
Receiving and dispatching of daily mails	Record book	Documents received and dispatched on time	80	100	100	
Opening of office on daily basis before 8.00 a.m	Attendance register	Office opened on time	100	100	100	
Cleaning of office daily before 8.00 a.m	Duty roster	Office cleaned on schedule	100	100	100	



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Preparing of office tea	Attendance register	Office tea prepared on schedule	80	80	100
Total Appraisee Score on Performance Targets				810.00	900.00
Mean Appraisal Scores				90%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are achievable	The target are 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 smart and achievable	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Ensure proper filling system on daily basis	File	None	No target changed
Assist in writing quarterly reports	Report	None	No target changed
Attending to clients on a daily basis	Visitors book	None	No target changed
Collection of data on public land	Status report	None	No target changed
Drafting of staff minutes within two days after the meeting	Minutes	None	No target changed
Receiving and dispatching of daily mails	Record book	None	No target changed
Opening of office on daily basis before 8.00 a.m	Attendance register	None	No target changed
Cleaning of office daily before 8.00 a.m	Duty roster	None	No target changed
Preparing of office tea	Attendance register	None	No target changed

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The set targets were maintained.	Targets achievable

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
Adhere to the rule of law	Regular training required for performance improvement

STAFF TRAINING AND DEVELOPMENT NEEDS	
Training & Development Needs	Duration
Customer care skills	2 weeks
Public relation skills	2 weeks

Type of Training

Customer care management course

Public relation course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will help me to achieve my targets effectively	Continuous training necessary

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Good and there is room for better performance	Regular training is required for better performance