



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150232	<b>Staff Name:</b>	Irene Atieno Owuor
<b>ID Number:</b>	29026346	<b>Employee E-mail:</b>	irene.owuor@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<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>	IA&RM	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Simeon Ting'aa Lotulya	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	Simeon Lotulya Ting'aa	<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
-Office welfare	-Opening Office on time -Cleaning office before 8.00am -Preparing tea in time		1	100	100
Assist in writing 20 field reports	Filed field reports, photos		1	101	100
Assist in conducting 12 public awareness program on NLC mandate	Ground report - Photos		1	100	100
Dispatching mails on a daily basis	Delivery book		1	100	100
Drafting of 12 staff minutes annually	- Filed minutes - Attendance register		1	100	100
Assist in filing documents	Updated files register		1	100	100
Assist in writing 2 quarterly report	Filed quarterly reports		1	100	100
Updating NLC court cases	Updated court cases register		1	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>801.00</b>	<b>800.00</b>
<b>Mean Appraisal Scores</b>				<b>100.12%</b>	<b>100%</b>

## APPRAISEE'S COMMENTS ON TARGET SETTING

The targets were achievable.

## IMMEDIATE SUPERVISOR'S ON TARGET SETTING

The officer met her target for financial year.



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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
Am satisfied with the score awarded but aspiring to do better in the F/Y 2022/2023.	The officer scored excellently.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
-Office welfare	-Opening Office on time - Cleaning office before 8.00am - Preparing tea in time	Target not changed	Target achievable
Assist in writing 20 field reports	Filed field reports, photos	Target not changed	Target achievable
Assist in conducting 12 public awareness program on NLC mandate	Ground report - Photos	Target not changed	Target achievable
Dispatching mails on a daily basis	Delivery book	Target not changed	Target achievable
Drafting of 12 staff minutes annually	- Filed minutes - Attendance register	Target not changed	Target achievable
Assist in filing documents	Updated files register	Target not changed	Target achievable
Assist in writing 2 quarterly report	Filed quarterly reports	Target not changed	Target achievable
Updating NLC court cases	Updated court cases register	Target not changed	Target achievable

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets set are achievable.	Now rate yourself for the end year.

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
i adhered to the rules and regulations.	The officer adhered to the set noorms.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Records management skills	2 weeks	Records management skills
Customer care skills	3 wks	Customer care course



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Office management skills	2 wks	Office management course
<b>APPRAISEE'S COMMENTS ON TRAINING &amp; DEVELOPMENT NEEDS</b>	<b>IMMEDIATE SUPERVISOR COMMENTS ON TRAINING &amp; DEVELOPMENT NEEDS</b>	
There was no training attended during the financial year.	The trainings are highly recommended.	
<b>SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS</b>		
<b>Second Supervisor Comments</b>	<b>Second Supervisor Recommendations</b>	
The officer achieved the set targets during the year under review.	The officer need the identified trainings for motivations	