



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS					
Staff Number:	NLC20170486	Staff Name:	Christine Akoth Omondi		
ID Number:	22158651	Employee E-mail:	christine.omondi@landcommission.go.ke		
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023		
Terms of Service:	Permanent and Pensionable	Gender:	Female		
Work Station	47-Nairobi City County	Job Grade:	NLC6		
Dept/Directorate	HRA	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

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Dispatching of office mails on daily basis within 8 hours after receiving from 30th June, 2022 to 30th June, 2023	Out going mail register	Office mails dispatched with the agreed time	Office mails dispatched with the agreed time	101	100
Supervise cleaning of office on daily basis 30th June, 2022 to 30th June, 2023	- Timings when office tea is served - Receipts of purchase items	Office cleanliness was maintained daily	Office cleanliness was maintained daily	110	100
Making of requisition of office items in store on weekly basis from 30th June, 2022 to 30th June, 2023	Counter requisition and issue Voucher (S11)	office items was available on a daily basis	office items was available on a daily basis	100	100
Assist in drafting office memos with 8 hours of assignment for 30th June, 2022 to 30th June, 2023	Filed office memos	Memos were drafted with the agreed time after the assignment	Memos were drafted within agreed time	100	90
Participate in meetings	meeting attendance register	Participated on meetings as invited	Attended and participated in the meeting	80	80
To file office documents within 8 hours after receiving from 30th June, 2022 and 30th June, 2023	Updated office files	Office documents were properly filed within shortest time possible after receiving them	Document filed accordingly	100	90



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To attend to clients on a daily basis	Visitors register	Clients were attended to within a shot time	The officer attended to client	110	100
To manage imprest on monthly basis and to surrender by first week of every month from 30th June, 2022 to 30th June, 2023	Surrender memo	Imprest was managed well and surrendered for the FY 2022/2023	Imprest was managed well and surrendered for the FY 2022/2023	100	90
Receiving and recording of office mails on daily basis with 8 hours after receiving from 30th June 2022 to 30th June, 2023	Incoming mail register	Office mails were received and recorded without delay	Office mails were received and recorded as received	100	90
Receiving and recording of office mails on daily basis with 8 hours after receiving from 30th June 2022 to 30th June, 2023	Incoming mail register		Office mails were received and recorded as received	0	100
Total Appraisee Score on Performance Targets				901.00	940.00
Mean Appraisal Scores				90.1%	94%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are attainable	Please proceed to mid year review
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
I achieved 98% of set targets.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Dispatching of office mails on daily basis within 8 hours after receiving from 30th June, 2022 to 30th June, 2023	Out going mail register	Target not changed	no target changed or added
Supervise cleaning of office on daily basis 30th June, 2022 to 30th June, 2023	- Timings when office tea is served - Receipts of purchase items	Target not changed	No target changed or added
Making of requisition of office items in store on weekly basis from 30th June, 2022 to 30th June, 2023	Counter requisition and issue Voucher (S11)	Target not changed	No target changed or added



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Assist in drafting office memos with 8 hours of assignment for 30th June, 2022 to 30th June, 2023	Filed office memos	Target not changed	No target changed or added
Participate in meetings	meeting attendance register	Target not changed	No target changed or added
To file office documents within 8 hours after receiving from 30th June, 2022 and 30th June, 2023	Updated office files	Target not changed	No target changed or added
To attend to clients on a daily basis	Visitors register	Target no changed	No target changed or added
To manage imprest on monthly basis and to surrender by first week of every month from 30th June, 2022 to 30th June, 2023	Surrender memo	Target not changed	No Target changed or added
Receiving and recording of office mails on daily basis with 8 hours after receiving from 30th June 2022 to 30th June, 2023	Incoming mail register	Target not changed	No target changed or added

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
some targets are added	Kindly review mid 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	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
CUSTOMER CARE	2 weeks	CUSTOMER CARE
Supervisory Course	1 month	Supervisory Management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The trainings will enable me improve on daily work	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations



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Good performance

To be exposed to relevant trainings