



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210650	Staff Name:	Florence Manoti Manoti
ID Number:	29443293	Employee E-mail:	florence.manoti@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	Immediate Supervisor Reviewed
Immediate Supervisor:	Guyo Sora Bagaja	Immediate Supervisor Designation:	Chief Human Resource Officer
Second Supervisor:	Ben Tuwai Bett	Supervisor Designation:	Deputy Director HR

DEPARTMENTAL OBJECTIVES

To strengthen the Human Resources capacity

To improve work environment

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Develop Disability Mainstreaming Policy for the Commission to provide a blue print on disability mainstreaming.	Disability Mainstreaming Policy			0	0
Submit Disability Mainstreaming Quarterly Reports on the NCPWD online portal	Reports			0	0
Provide comprehensive secretarial and administrative services	Number of internal and external correspondence			0	0
Develop Disability Mainstreaming Workplan using NCPWD prescribed format	Workplan			0	0
Develop Disability Mainstreaming Baseline Survey questionnaires	Baseline Survey Forms			0	0
Identify training/sensitization needs for staff , DMC and top management	Training needs			0	0
Attend and participate during departmental meetings	Number of meetings attended			0	0
Constitute and maintain a highly qualified , professional and responsive workforce for disability mainstreaming from different directorates as per NCPWD guidelines.	Disability Mainstreaming Committee			0	0



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Promote a safe and healthy work environment for the PWD employees to experience job satisfaction in their achievements and contributions to the Commission"s mission and vision	Training and Sensitization of staff through Baseline survey			0	0
As a liason officer with NCPWD, register the Commission with NCPWD and on the career portal	Registration with NCPWD			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
With sheer dedication, I will strive and work towards achieving the set targets.	Kindly lets make the target SMART

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
Develop Disability Mainstreaming Policy for the Commission to provide a blue print on disability mainstreaming.	Disability Mainstreaming Policy	Target not changed or added	Finalized
Submit Disability Mainstreaming Quarterly Reports on the NCPWD online portal	Reports	Target not changed or added	On course
Provide comprehensive secretarial and administrative services	Number of internal and external correspondence	No target changed or added	Continuous process
Develop Disability Mainstreaming Workplan using NCPWD prescribed format	Workplan	No target changed or added	Finalized
Develop Disability Mainstreaming Baseline Survey questionnaires	Baseline Survey Forms	Target not changed or added	On course -By end of 3rd quarter
Identify training/sensitization needs for staff , DMC and top management	Training needs	Target not added or changed	On course to be finalized by end of 31st January 2023



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Attend and participate during departmental meetings	Number of meetings attended	Target not changed or added	Continuous
Constitute and maintain a highly qualified , professional and responsive workforce for disability mainstreaming from different directorates as per NCPWD guidelines.	Disability Mainstreaming Committee	Target not changed or added	Finalized
Promote a safe and healthy work environment for the PWD employees to experience job satisfaction in their achievements and contributions to the Commission's mission and vision	Training and Sensitization of staff through Baseline survey	Target not changed or added	On course
As a liason officer with NCPWD, register the Commission with NCPWD and on the career portal	Registration with NCPWD	Target not added or changed	On course to be finalized by 31st January 2023

MID YEAR APPRAISEES'S COMMENTS

I have managed to accomplish some of set targets for the year, most notably improving customer satisfaction by 80% and also managed to develop disability mainstreaming policy that is one of my major goals for the year.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Review as agreed

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

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Customer Service Skills	2weeks	Customer Care Management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

I have good communication skills, but I need to work on my public speaking skills as it gets difficult to interact with large groups sometimes. I believe training is key for career progression.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS



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Second Supervisor Comments	Second Supervisor Recommendations