



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150252	<b>Staff Name:</b>	Violet Okumu Aori
<b>ID Number:</b>	22354179	<b>Employee E-mail:</b>	violet.okumu@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>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC9
<b>Dept/Directorate</b>	HRA	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Maymuna Mohamed Hussein	<b>Immediate Supervisor Designation:</b>	Senior Administration Officer
<b>Second Supervisor:</b>	Guyo Bagaja Sora	<b>Supervisor Designation:</b>	Chief Human Resource Officer

DEPARTMENTAL OBJECTIVES
Ensure efficient and effective administration services.
Ensure automation of Commission processes and procedures.
Effective cost management and efficient internal control systems.
Enhanced efficiency in Commission services.

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
From 1st June 2022 to 30th May 2023 - Ensure cleaning of offices and assigned places at least twice per day.	Supervision of cleanliness is done twice per day and up to standard as per expectations.	200	filled in cleaning register available	101	100
From 1st June 2022 to 30th May 2023 - Handling of incoming visitors, assist and direct them accordingly.	5 - 10 visitors handled on daily basis with records of filed visitors forms available.	180	Visitors register available	101	100
From 1st June 2022 to 30th May 2023 - Conduct security checks every morning and report any breached immediately.	Security checks done twice per day (Morning when opening and evening before closure) and records of reported cases in the security occurrence book.	200	Security occurrence book available	101	100
From 1st June 2022 to 30th May 2023 - Daily dispatching and distribution of mail.	At least 10 mails handled per day with updated records in the mail registry.	200	Updated mail register available	101	100
From 1st June 2022 to 30th May 2023 - Managing office consumables and requisitioning of office items from the Supply Chain Management(SCM) as required.	Requisitioning of office stationery done at least 2 - 3 per month. The distribution and consumption of office stationery is well controlled.	200	filled in requisition book S11 available	101	100



### INDIVIDUAL APPRAISAL REPORT

From 1st June 2022 to 30th May 2023 - Management of tea imprest and providing staff tea as/when required.	Staff tea provided at least once or twice per day as requested by the relevant officers. Supporting records of surrender memos with attached receipts submitted to the accounts department as proof of expense.		memo for tea imprest available	101	100
<b>Total Appraisee Score on Performance Targets</b>				<b>606.00</b>	<b>600.00</b>
<b>Mean Appraisal Scores</b>				<b>101%</b>	<b>100%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
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The set targets are reasonable, achievable and in line with my assigned duties.	proceed to mid 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
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I worked hard towards achieving my set targets.	Her performance was well above board
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### MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
From 1st June 2022 to 30th May 2023 - Ensure cleaning of offices and assigned places at least twice per day.	Supervision of cleanliness is done twice per day and up to standard as per expectations.	No change	75% - Cleaning done on daily basis.
From 1st June 2022 to 30th May 2023 - Handling of incoming visitors, assist and direct them accordingly.	5 - 10 visitors handled on daily basis with records of filed visitors forms availed.	No change	80% - Clients register is up to date with evidence of clients handled on daily basis.
From 1st June 2022 to 30th May 2023 - Conduct security checks every morning and report any breached immediately.	Security checks done twice per day (Morning when opening and evening before closure) and records of reported cases in the security occurrence book.	No change	90% - Security well handled and therefore no occurrence.
From 1st June 2022 to 30th May 2023 - Daily dispatching and distribution of mail.	At least 10 mails handled per day with updated records in the mail registry.	No change	90% - All mails are well registered on receipt and dispatched accordingly.
From 1st June 2022 to 30th May 2023 - Managing office consumables and requisitioning of office items from the Supply Chain Management(SCM) as required.	Requisitioning of office stationary done at least 2 - 3 per month. The distribution and consumption of office stationary is well controlled.	No change	90% - office requirements are requisitioned and managed accordingly.



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From 1st June 2022 to 30th May 2023 - Management of tea imprest and providing staff tea as/when required.	Staff tea provided at least once or twice per day as requested by the relevant officers. Supporting records of surrender memos with attached receipts submitted to the accounts department as proof of expense.	No change	90% - Imprest is well managed and surrendered on time as required. - Office tea provided as required.
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### MID YEAR APPRAISEES'S COMMENTS

Most of the tasks are easily achievable and I can rate that currently i have achieved an average of 90%.

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Proceed to self rating

### 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

My performance has always been efficient and up to standard.

### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Customer Care Skills	4 weeks	Public Relations & Customer Care Course
Customer Care Skills	4 weeks	Records Management Course

### APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The above courses relate with my day-to-day duties and will greatly help me in improving my job performance.

### IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

the Officer did not attend the above training because of lack of funds

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
Well done	Will attend training next financial year