



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20160469	<b>Staff Name:</b>	Agnes Mugure Njuguna
<b>ID Number:</b>	5768490	<b>Employee E-mail:</b>	agnes.njuguna@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2020-2021
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	LA&R	<b>Appraisal Status</b>	Immediate Supervisor Reviewed
<b>Immediate Supervisor:</b>	Brian Adungo Ikol	<b>Immediate Supervisor Designation:</b>	Director , Legal Affairs Enforcement
<b>Second Supervisor:</b>	Edmond Kiplagat Gichuru	<b>Supervisor Designation:</b>	Deputy Director

### DEPARTMENTAL OBJECTIVES

- 1.Ensure efficient and effective court process services
- Enhance efficiency in legal department services
- 3.Effective cost management and efficient internal control system

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Receiving of mails for the department and ensuring that the are properly worked on 2. management of the petty cash in the department 3. keeping of daily files and movement of correspondences 4. Typing of drafts and correspondences for direct	1. Daily files 2. Requisition S11 3. movement registers 4. surrender documents well kept			0	0
<b>Total Appraisee Score on Performance Targets</b>				<b>0.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>0%</b>	<b>0%</b>

### APPRAISEE'S COMMENTS ON TARGET SETTING

based on the workload in the department i have managed to perform to my best

### IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Let us discuss to set the targets

### 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



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Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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### 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
for effective management of records the output of the clerical duties and office supervisory have helped me alot	

STAFF TRAINING AND DEVELOPMENT NEEDS	
Training & Development Needs	Duration
customer care skills training	one month
customer care skills	one month

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I also require also management supervisory course for one month at Kenya School of Government	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations