



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150328	<b>Staff Name:</b>	Ann Mbui Wanjiru
<b>ID Number:</b>	23194121	<b>Employee E-mail:</b>	ann.mbui@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>	ICT	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Julius Kiplagat Tarus	<b>Immediate Supervisor Designation:</b>	Principal ICT Officer
<b>Second Supervisor:</b>	Amos Parletuan Kasaine	<b>Supervisor Designation:</b>	HEAD,ICT

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
From 1st July 2022 to 30th June 2023 - Daily delivery of mails. Handling up to 2 - 5 mails per day.	Updated records of the mail registry receiving and distribution of mail.	400 Mails delivered as at 1st July 2022 - 30th June 2023.	Updated records of daily delivery available	98	95
From 1st July 2022 to 30th June 2023 - Daily ushering of guests and directing them to relevant officers in the directorate. Handling 1 - 3 guests per day.	400 guest ushered and directed to different directorates.	Visitors register available	All guests were ushered in courteously	99	100
From 1st July 2022 to 30th June 2023 - Book boardroom for meetings, prepare snacks and refreshment for the meetings 2-3 times a month.	Booked 25 Departmental meetings.	ICT Meetings venues books	ICT Meeting venues well booked in timely manner	110	110
From 1st July 2022 to 30th June 2023 - Daily office cleanliness and making office tea as required by the directorate.	Daily ensuring of office cleanliness reporting to the relevant officers submitted tea imprest records to accounts department.	cleaned offices	Clean offices maintained	110	100
From 1st July 2022 to 30th June 2023 - Daily offering of other clerical duties to the directorate not limited to filing, photocopying, binding and record keeping.	Updated files and records.	Updated files and records.	Required ICT Files available	105	100
<b>Total Appraisee Score on Performance Targets</b>				<b>522.00</b>	<b>505.00</b>
<b>Mean Appraisal Scores</b>				<b>104.4%</b>	<b>101%</b>



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are achievable. Since this is mid year review, I believe that I eventually will surpass these targets.	Achievable targets set and agreed upon with the appraisee

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 met most of my targets as of the end of the financial year 2022 - 2023.	The appraisee achieved most of her target. However, some were partially achieved due to financial constraints in the Commission

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
From 1st July 2022 to 30th June 2023 - Daily delivery of mails. Handling up to 2 - 5 mails per day.	Updated records of the mail registry receiving and distribution of mail.	Target not changed	The progress is at 50% by mid year.
From 1st July 2022 to 30th June 2023 - Daily ushering of guests and directing them to relevant officers in the directorate. Handling 1 - 3 guests per day.	400 guest ushered and directed to different directorates.	Target not Changed	At mid-year the target is at 90%.
From 1st July 2022 to 30th June 2023 - Book boardroom for meetings, prepare snacks and refreshment for the meetings 2-3 times a month.	Booked 25 Departmental meetings.	Target not changed	Target on course.
From 1st July 2022 to 30th June 2023 - Daily office cleanliness and making office tea as required by the directorate.	Daily ensuring of office cleanliness reporting to the relevant officers submitted tea imprest records to accounts department.	Target not Changed	The target is on course.
From 1st July 2022 to 30th June 2023 - Daily offering of other clerical duties to the directorate not limited to filing, photocopying, binding and record keeping.	Updated files and records.	Target not changed	Target partially performed.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets were not changed	By mid year, the appraisee is on course to achieve her targets



## INDIVIDUAL APPRAISAL REPORT

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Efficiency	Very Good - Upto 100%
Values	Respect for National /Gender Diversity	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I was committed to the commission's Values.	The appraisee observed Commission values

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
front office	3 weeks	customer care management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will help me to perform my duties better.	The appraisee did not undertake the training as requested and hereby recommend her to be sponsored in the next appraisal period for Front office course

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Good performance	I recommend the appraisee to be train on front office course.