



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150426	Staff Name:	Achieng Onyango Christabel
ID Number:	26135236	Employee E-mail:	christabel.onyango@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	38-Vihiga County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Domtila Gati	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Domtila Gati	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. cleaning office daily before 8 am	Clean offices	Done as expected	120	150	120
2. Opening office daily	Attendance register, duty roster	Done as expected	130	150	130
3. Dispatching of no.60 mails	Delivery book, postage receipts	73	73	122	120
4. Preparing office tea before 10 am daily	Ready tea	Done as expected	Ready tea	100	100
5. Participate in 4 public awareness programs annually on the NLC mandate	Reports, site photos, attendance list	13	13	200	200
6. Handling of no.60 simple client inquiries and referring complex ones to the County Coordinator.	Daily clients inquiry book, visitors book, letters.	40	40	67	67
7. Attending 12 no. monthly staff meetings	Minutes	12	12	100	100
8. Accompanying the County Coordinator in the no.24 site visits/inspection	Ground reports, photographs, application letter, list of attendance	13	13	55	55
9.Participate in identification of 10 no. of natural resources in the county	list of attendance, photographs, ground reports	48	48	200	200
Total Appraisee Score on Performance Targets				1144.00	1092.00
Mean Appraisal Scores				127.11%	121.33%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are achievable.	The targets were discussed and agreed upon prior to setting.

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 have achieved all my targets as set except one target of conducting site inspection which was based on the application received.	The main factor that hindered performance was facilitation from HQ to fund activities like site inspections.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. cleaning office daily before 8 am	Clean offices	Target remained the same.	Target was on course
2. Opening office daily	Attendance register, duty roster	Target not changed	Target was on course
3. Dispatching of no.60 mails	Delivery book, postage receipts	Target was not changed	By mid year 38 mails had been dispatched.
4. Preparing office tea before 10 am daily	Ready tea	Target was not varied	Tea is always ready in time
5. Participate in 4 public awareness programs annually on the NLC mandate	Reports, site photos, attendance list	Target remained the same	No.8 public awareness had been achieved.
6. Handling of no.60 simple client inquiries and referring complex ones to the County Coordinator.	Daily clients inquiry book, visitors book, letters.	Target was not changed	Target is 43% achieved by mid year
7. Attending 12 no. monthly staff meetings	Minutes	Target remained the same	Attended 6 staff meetings
8. Accompanying the County Coordinator in the no.24 site visits/inspection	Ground reports, photographs, application letter, list of attendance	Target did not change	67% of the target had been achieved.
9.Participate in identification of 10 no. of natural resources in the county	list of attendance, photographs, ground reports	Target added	Target was 100% achieved.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets were successfully achieved by mid year.	The appraiser performed her duties above average by mid year.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraiser's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Very Good - Upto 100%



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Core Competencies	Professionalism	Very Good - Upto 100%
Core Competencies	Integrity	Excellent - Higher Than 100%
Core Competencies	Innovativeness	Good - Between 80% and 99%
Core Competencies	Independence	Good - Between 80% and 99%
Core Competencies	Efficiency	Excellent - Higher Than 100%
Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%
Values	Fairness	Excellent - Higher Than 100%
Values	Confidentiality	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I follow the values and core competencies in performing my duties.	The appraisee does her work very professionally is is citizen focused.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Skills enhancement course	4 weeks	Performance Skill

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
To improve my skills and performance.	The appraisee should be given an opportunity for training.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Despite the many challenges faced during the appraisal period, the targets were met and exceeded except 2 No. which were more or less demand driven. She likes her work and performs her duties with a lot of customer focus.	The appraisee deserves promotion to the designation of clerical officer owing her experience and competence.