



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150357	Staff Name:	Henry Omondi Oduory
ID Number:	32157942	Employee E-mail:	henry.omondi@landcommission.go.ke
Appraisal Type:		Appraisal Period:	2018-2019
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	26-Trans Nzoia County	Job Grade:	NLC9
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Charles Rading Otieno	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Charles Rading Otieno	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
Opening and closing of the office	Ensures office opened and closed		Office opened and maintained	0	100
Provide sanitary and cleaning services	office and office equipment cleaned		Office cleaned	0	100
Dispatching of mails	mails dispatched		Mails dispatched	0	100
Prepare and serving tea	Tea prepared and served		Tea prepared	0	100
Receiving and directing visitors	visitors Received and directed		visitors directed	0	100
Assisting in packing and unpacking items	Items packed and unpacked		Items sorted out	0	100
Assist in dismantling, eliminating and destroying undesirable	Undesirable dismantled and eliminated		Undesirable documents eliminated	0	100
Total Appraisee Score on Performance Targets				0.00	700.00
Mean Appraisal Scores				0%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The performance is generally good	The performance was good despite shortage of funds



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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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks

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

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Rule of law	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
I.C.T training	2 months	Management course
Record keeping and management	2 months	Management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
To improve my performance	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations