



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150119	<b>Staff Name:</b>	Caroline Otieno Atieno
<b>ID Number:</b>	11197801	<b>Employee E-mail:</b>	caroline.otieno@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>	NLC6
<b>Dept/Directorate</b>	HRA	<b>Appraisal Status</b>	Immediate Supervisor Reviewed
<b>Immediate Supervisor:</b>	Guyo Sora Bagaja	<b>Immediate Supervisor Designation:</b>	Chief Human Resource Officer
<b>Second Supervisor:</b>	Ben Tuwai Bett	<b>Supervisor Designation:</b>	Deputy Director HR

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Receiving and recording of office mails on daily basis within 8 hours after receiving	Incoming mail register			0	0
Dispatching of office mails on daily basis within 8 hours after receiving	Outgoing mail register			0	0
Preparing and serving of office tea on daily basis by 9 am	Timing when office tea is served and Receipts of purchasing items			0	0
To supervise cleaning on a daily basis	Cleaning schedule register			0	0
Making requisition and picking of office items in store on weekly basis	S11			0	0
To assist in drafting of office memos within 8 hours of assignment	Filed office memo			0	0
To participate in meeting	Meeting attendance register			0	0
To file office documents within 8 hours after receiving	\updated office files			0	0
To attend to client on daily basis	Visitors register			0	0
To manage imprest on monthly basis and to surrender by first week of every month	Surrender memo			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>



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APPRAISEE'S COMMENTS ON TARGET SETTING		IMMEDIATE SUPERVISOR'S ON TARGET SETTING	
Targets agreed upon		Given the necessary support, the officer will be able to achieve 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			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
MID YEAR APPRAISEES'S COMMENTS		MID YEAR IMMEDIATE SUPERVISORS COMMENTS	
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	
STAFF TRAINING AND DEVELOPMENT NEEDS			
Training & Development Needs	Duration	Type of Training	
Supervisory skills	2 weeks		
Senor Management Course	4 weeks		
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
The courses are essential for career progression		Recommended subject to availability of funds	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS			
Second Supervisor Comments	Second Supervisor Recommendations		