



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150429	Staff Name:	Maureen Ouma Awino
ID Number:	25212310	Employee E-mail:	maureen.ouma@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	42-kisumu County	Job Grade:	NLC9
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Protas Appida Otieno	Immediate Supervisor Designation:	Principal Land Administration
Second Supervisor:	Protas Appida Otieno	Supervisor Designation:	Principal Land Administration

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Preparing of boardroom for meetings.	Clean and well arranged boardroom.	120	120	120	120
Preparation of office tea.	List of staff taking tea	100	110	110	110
Dispatching of office mails and other documents to respective offices and destination.	Delivery book. Outward book.	100	100	100	100
Ensuring of staff welfare needs are taken care of.	Happy and contented staff.	120	120	120	120
Timely opening and closing of office (8am - 5pm)	Opened office by 8am and closed by 5pm.	100	100	100	100
Photocopying office documents as required.	Outward mail register, delivery book.	100	100	100	100
Total Appraisee Score on Performance Targets				650.00	650.00
Mean Appraisal Scores				108.33%	108.33%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets were discussed with the supervisor and they are achievable.	The targets were discussed 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 worked diligently and made sure I achieved my targets.	The appraisee worked diligently and achieved all her targets.



INDIVIDUAL APPRAISAL REPORT

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Preparing of boardroom for meetings.	Clean and well arranged boardroom.	Target remained the same	By midyear I had achieved half of the target.
Preparation of office tea.	List of staff taking tea	Target not changed	At midyear tea was always served on time.
Dispatching of office mails and other documents to respective offices and destination.	Delivery book. Outward book.	Target not changed	Target was on course by 50%
Ensuring of staff welfare needs are taken care of.	Happy and contented staff.	Target removed.	Achieved 50% of the target.
Timely opening and closing of office (8am - 5pm)	Opened office by 8am and closed by 5pm.	Target remained the same.	Target on course
Photocopying office documents as required.	Outward mail register, delivery book.	Target remained the same	The target is unquantifiable

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
At mid year I had achieved half of my set targets.	The fourth target was removed. Otherwise the appraisee has performed quite well and on course to achieve her targets.

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
I performed my work efficiently.		The appraisee has performed her duties with alot of efficiency.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer care skills	2weeks	Customer care skills

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The above training will enhance my service delivery.	The appraisee has been requesting training on Customer Care Skills as career progression strategy.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The appraisee worked diligently and achieved all her targets.	The appraisee has been requesting training on customer care skills as career progression strategy.