



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210598	<b>Staff Name:</b>	Collins Oteki Nyakundi
<b>ID Number:</b>	25166941	<b>Employee E-mail:</b>	collins.nyakundi@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>	Male
<b>Work Station</b>	45-Kisii County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Immediate Supervisor Reviewed
<b>Immediate Supervisor:</b>	Simeon Ting'aa Lotulya	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	Simeon Lotulya Ting'aa	<b>Supervisor Designation:</b>	County Coordinator

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Assist in writing quarterly reports	Printed quarterly reports			0	0
2. Assist the county coordinator in undertaking duties in all commission's functional areas	Submitted quarterly reports and status reports			0	0
3. Assist the county coordinator in undertaking county programs and county inter-departmental activities	Minutes and correspondences			0	0
4. Support the county coordinator in the management of human resources.	Monthly staff meetings and updated staff files			0	0
5. Ensuring friendly working conditions	Availability of functional office equipment and social amenities			0	0
6. Identify obsolete assets for disposal	An updated asset register			0	0
7. Facilitate the provision of general supplies i.e water, office supplies, tea.	Inventory register			0	0
8. Assist county coordinator in taking minutes in relevant meetings.	Printed and filed minutes			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>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are achievable	The officer is striving to achieve the set targets.



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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
1. Assist in writing quarterly reports	Printed quarterly reports	Target has not changed	So far I have achieved 50% of the set targets looking forward to fulfill 100% by the end of the year.
2. Assist the county coordinator in undertaking duties in all commission's functional areas	Submitted quarterly reports and status reports	Target has not changed	Still performing the tasks as assigned by the Coordinator, I am optimistic that I will complete all the assigned tasks.
3. Assist the county coordinator in undertaking county programs and county inter-departmental activities	Minutes and correspondences	Target has not changed	The programs are rolled out I am positive they are going to meet the desired objective.
4. Support the county coordinator in the management of human resources.	Monthly staff meetings and updated staff files	Target has not changed	There are no variations so far all the resources are optimized.
5. Ensuring friendly working conditions	Availability of functional office equipment and social amenities	Target has not changed	All working conditions are perfect but there is room for continuous improvement.
6. Identify obsolete assets for disposal	An updated asset register	Target has not changed	One item has been identified as obsolete.
7. Facilitate the provision of general supplies i.e water, office supplies, tea.	Inventory register	Target has not changed	The asset register is up to date and the office supplies are well stocked.
8. Assist county coordinator in taking minutes in relevant meetings.	Printed and filed minutes	Target has not changed	The Minutes are typed, printed and filed.

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
I will always work hard to achieve and surpass the set targets.	



## INDIVIDUAL APPRAISAL REPORT

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory skills	4 weeks	Senior Management Course
Supervisory Skills	3 weeks	Management Course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
It will enhance my supervisory skills and knowledge.		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	