



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150316	Staff Name:	Fred Owino Oduor
ID Number:	22803397	Employee E-mail:	fred.owino@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	27-Uasin Gishu County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Domtila Gati	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Domtila Gati	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

Institutional strengthening

Management and administration of public land.

use of land and security of land rights.

Land dispute resolution and conflict management.

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Filling of documents and other records up to 80% on daily.	Documents,Files,inward register,Letters	Done as expected		100	0
Participate in identification of 10. no of natural resources in the County	List of attendance, Photographs,Ground reports	10		100	0
Handling of 40.simple clients inquires and referring complex ones to the County Coordinator.	Visitor's books,Clients' contacts,Documents and Files	48		120	0
Surrender imprest on a quarterly basis	Ledger,Receipts,Petty cash book,Bank slips	1		100	0
Accompany the County Coordinator in the no.24 site visit/inspection.	Reports,Site photos,Attendance list.	30		125	0
Participate in 12 public awareness meetings annually on the NLC mandate.	Attendance list,Site Photographs,Reports.	30		200	0
Attending 12 no. monthly staff meetings	Minutes.	12		100	0
Total Appraisee Score on Performance Targets				845.00	0.00
Mean Appraisal Scores				120.71%	0%



INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets were discuss and agreed with immediate Supervisor.	The targets set are SMART

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 respect my work and find value and pleasure in it.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Filling of documents and other records up to 80% on daily.	Documents,Files,inward register,Letters	Target remains the same	The target was achieved as expected.
Participate in identification of 10. no of natural resources in the County	List of attendance, Photographs,Ground reports	Target was not changed.	The list of the 10 no. of natural resources available depending site inspection.
Handling of 40.simple clients inquires and referring complex ones to the County Coordinator.	Visitor"s books,Clients' contacts,Documents and Files	The target remained the same	20 Clients inquiries attended.
Surrender imprest on a quarterly basis	Ledger,Receipts,Petty cash book,Bank slips	The target was not changed	No imprest was received to surrender during the period
Accompany the County Coordinator in the no.24 site visit/inspection.	Reports,Site photos,Attendance list.	The target was not changed	24 no. sites were inspected during the period and the target was reviewed from 24-40 no.
Participate in 12 public awareness meetings annually on the NLC mandate.	Attendance list,Site Photographs,Reports.	Target was reviewed.	24 public creating awareness meetings were attended and target was reviewed from no.12-24
Attending 12 no. monthly staff meetings	Minutes.	The target remained the same	All the meetings were attended as expected.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
My performance has been improved.	

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 remain committed to my professional growth for which i have taken training course specific to the skills in which i acknowledge a need for improvement.	



INDIVIDUAL APPRAISAL REPORT

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	