



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20160460	<b>Staff Name:</b>	Yvone Akinyi Omendah
<b>ID Number:</b>	21082546	<b>Employee E-mail:</b>	yvonne.omendah@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	HRA	<b>Appraisal Status</b>	Approved/Closed/HR
<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

Ensure efficient and effective administration services.

Ensure automation of Commission processes and procedures.

Enhanced efficiency in Commission services.

Effective cost management and efficient internal control systems

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Daily drafting of routine correspondence and reports such as notices, meeting agendas, memos, letters, briefs, reports and confidential documents	Filed copies of draft correspondence. reports, memos, meeting agendas, memos and confidential documents.	100.00	Daily drafting of routine correspondence done as required	95	95
Daily updating and management of office diary.	Duly updated diarized records of appointments, internal & external organizational activities to facilitate convenient, timely and efficient management of activities in the Vice Chair's office.	101.00	The daily diary was well managed	90	90
Daily updating of mail registry and filing of records e.g. incoming mail, meeting minutes and any other correspondence.	Updated mail registry and proper filing records in both soft and hard copies.	101.00	Mail management was done accordingly	98	95
Maintaining and updating of office inventory and avail as/when required.	Copy of updated office inventory records	101.00	Proper keeping of office inventory	95	95
<b>Total Appraisee Score on Performance Targets</b>				<b>378.00</b>	<b>375.00</b>



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<b>Mean Appraisal Scores</b>		<b>94.5%</b>	<b>93.75%</b>
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<b>APPRAISEE'S COMMENTS ON TARGET SETTING</b>	<b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b>
The set targets are achievable	kindly consult on how to fill the form

<b>APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>	<b>IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>

<b>MID YEAR REVIEW</b>			
<b>Agreed Performance Target</b>	<b>Performance Indicator</b>	<b>Target changed or Added</b>	<b>Remarks</b>
Daily drafting of routine correspondence and reports such as notices, meeting agendas, memos, letters, briefs, reports and confidential documents	Filed copies of draft correspondence, reports, memos, meeting agendas, memos and confidential documents.	No change	In process
Daily updating and management of office diary.	Duly updated diarized records of appointments, internal & external organizational activities to facilitate convenient, timely and efficient management of activities in the Vice Chair's office.	No change	In process
Daily updating of mail registry and filing of records e.g. incoming mail, meeting minutes and any other correspondence.	Updated mail registry and proper filing records in both soft and hard copies.	No change	iIn process
Maintaining and updating of office inventory and avail as/when required.	Copy of updated office inventory records	No change	In process

<b>MID YEAR APPRAISEES'S COMMENTS</b>	<b>MID YEAR IMMEDIATE SUPERVISORS COMMENTS</b>
Am in the process of achieving the set targets and my focus is to exceed expectations.	Target reviewed as required.

<b>VALUES AND STAFF COMPETENCIES APPRAISAL</b>		
<b>Criteria Cluster</b>	<b>Appraisee's Values and Competencies</b>	<b>Immediate Supervisor Comments</b>



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE	
I believe that i always strive to be dependent, timely and organized so that i may maintain efficiency in my -performance.			
STAFF TRAINING AND DEVELOPMENT NEEDS			
Training & Development Needs	Duration	Type of Training	
Customer care skills	4 weeks	Secretarial Management Course	
Customer care skills	2 weeks	Public Relations & Customer Care Course	
Customer care skills	1 week	Customer Care Skills Development Course	
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
Above courses are relevant to my day to day activities and will assist in sharpening my professional skills.		Recommended subject to availability of funds	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS			
Second Supervisor Comments	Second Supervisor Recommendations		
Good performance	Next performance cycle aim to achieve higher		