



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:		Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	27-Uasin Gishu County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Domtila Gati	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Domtila Gati	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Ensure proper filing and record keeping on daily basis	Files and official records accessible and in safe custody.	Target achieved	All filing done and records kept as required for easy access and use. This was done up to 95%.	100	95
Participants in conducting 4No. public awareness and advocacy on the mandate of the commission.	Reports,Photos, Attendance lists and minutes.	10	Participated in 11 sensitization fora. This activity is conducted during each site visit.	200	200
Handling 80No.simple client enquiries on applications and referring complex matters to the County Coordinator.	Visitor's book, letters.	60	The number of inquiries were less in the second half of the year. The number recorded was only 10.	77	65



INDIVIDUAL APPRAISAL REPORT

Surrender tea imprest on quarterly basis.	Memo requesting for imprest, receipts, ledger.	4	All surrender documents were forwarded to Finance Directorate in all the 4 quarters.	100	100
Data collections on parcels of public land.	Reports, photos.	9		100	0
Drafting and typing of daily office correspondence.	Letters, minutes, Memos.	Actual results achieved	All letters were typed as per the instructions of the County Coordinator up to 100 percent.	100	100
Participate in 12 No. staff monthly meetings.	Notice of meetings, agendas, minutes.	12	Attended all the staff meetings as scheduled.	100	100
Total Appraisee Score on Performance Targets				777.00	660.00
Mean Appraisal Scores				111%	94.29%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The ability to accomplish goals and meet deadlines.	The targets were discussed and agreed upon.
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
The agreed targets were achieved at the end of the year.	The appraisee achieved his target and has been guided further on how the results can be enhanced.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Ensure proper filling and record keeping on daily basis	Files and official records accessible and in safe custody.	the target remained similar	Files for quarter 1 and 2 were filled
Participants in conducting 4 No. public awareness and advocacy on the mandate of the commission.	Reports, Photos, Attendance lists and minutes.	The target persist.	Participated in 4 forums.
Handling 80 No. simple client enquiries on applications and referring complex matters to the County Coordinator.	Visitor's book, letters.	The target was not varied.	Target has been exceeded.



INDIVIDUAL APPRAISAL REPORT

Surrender tea imprest on quarterly basis.	Memo requesting for imprest, receipts, ledger.	Target was not changed.	Ledger and receipts for quarter 1 and 2 were surrendered.
Data collections on parcels of public land.	Reports, photos.	The target was varied.	I had achieved 70% by mid year of the target.
Drafting and typing of daily office correspondence.	Letters, minutes, Memos.	The target was not changed.	All correspondences were forwarded to County Coordinator for further actions
Participate in 12 No. staff monthly meetings.	Notice of meetings, agendas, minutes.	The target was unchanged.	All meetings were successful.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I maintained a culture of transparency and knowledge sharing to achieve the target.	

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Very Good - Upto 100%
Core Competencies	Professionalism	Very Good - Upto 100%
Core Competencies	Integrity	Very Good - Upto 100%
Core Competencies	Innovativeness	Good - Between 80% and 99%
Core Competencies	Independence	Good - Between 80% and 99%
Core Competencies	Efficiency	Good - Between 80% and 99%
Core Competencies	Transparency and Accountability	Good - Between 80% and 99%
Values	Respect for National /Gender Diversity	Very Good - Upto 100%
Values	Meritocracy	Good - Between 80% and 99%
Values	Fairness	Very Good - Upto 100%
Values	Confidentiality	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
It gives me immense satisfaction to share that I have exceeded my performance goal.	The appraisee has incalculated the values required in execution of his duties.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Records management course, customer care skills.	6 months	



INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
To improve my skills and performance.	The appraisee is overdue for training. He should be considered when an opportunity arises.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The appraisee did his best.	Consideration for training in his area of interest will be appreciated.