



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20160460	Staff Name:	Yvonne Akinyi Omendah
ID Number:	21082546	Employee E-mail:	yvonne.omendah@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	HRA	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Maymuna Mohamed Hussein	Immediate Supervisor Designation:	Senior Administration Officer
Second Supervisor:	Guyo Bagaja Sora	Supervisor Designation:	Principal Human Resource Officer

DEPARTMENTAL OBJECTIVES

To ensure effective and efficient support to users.

Create value for money and minimize waste.

Enhanced efficiency in commission services

Effective cost management and efficient internal control systems Delete

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1st July 2023 to 31st June 2024 - Promptly attend to visitors and directing them to relevant officers as required.	Updated visitors register showing records of up to 150 - 200 visitors handled in every quarter.			198	0
From 1st July 2023 to 31st June 2024 -Daily drafting of simple routine correspondences e.g. reports, letters and typing from drafts	Filed copies of at least 5 to 10 draft reports, letters and memos .			198	0
1st July 2023 - 31st June 2024 - Receiving and recording of office mails on daily basis.	Updated mail register with proof of at least 150 to 200 received and recorded every quarter.			198	0
1st July 2023 to 31st July 2024 - Managing of office supplies, place orders from procurement and office asset management.	Evident copies of S11 voucher requesting for office supplies at least twice per month and updated Asset inventory records done twice per annum.			198	0
1st July 2023 to 30th June 2024 - Managing of office diary, schedule appointments and reminders as required.	Diary updates and reminders done at least twice every week.			198	0
1st July 2023 to 30th June 2024 - Managing receipt of mail, distribution and filing of the same.	Updated mail register of 150 - 200 mails received, distributed and copies filed accordingly.			198	0
Total Appraisee Score on Performance Targets				1188.00	0.00



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Mean Appraisal Scores		198%	0%
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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are achievable.	targets well set

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
1st July 2023 to 31st June 2024 - Promptly attend to visitors and directing them to relevant officers as required.	Updated visitors register showing records of up to 150 - 200 visitors handled in every quarter.	No change	60% - The task is continuous, currently internal and external customer needs are met satisfactorily, constructively and in alignment with office requirements.
From 1st July 2023 to 31st June 2024 -Daily drafting of simple routine correspondences e.g. reports, letters and typing from drafts	Filed copies of at least 5 to 10 draft reports, letters and memos .	No change	70% - All daily typing work done at a good speed with limited errors as required. No pending work.
1st July 2023 - 31st June 2024 - Receiving and recording of office mails on daily basis.	Updated mail register with proof of at least 150 to 200 received and recorded every quarter.	No change	60% - All mail registers are up to date.
1st July 2023 to 31st July 2024 - Managing of office supplies, place orders from procurement and office asset management.	Evident copies of S11 voucher requesting for office supplies at least twice per month and updated Asset inventory records done twice per annum.	No change	60% - All office supplies and requisitions are availed and properly managed as required.
1st July 2023 to 30th June 2024 - Managing of office diary, schedule appointments and reminders as required.	Diary updates and reminders done at least twice every week.	No change	70% - All schedules are up to date and well organized.
1st July 2023 to 30th June 2024 - Managing receipt of mail, distribution and filing of the same.	Updated mail register of 150 - 200 mails received, distributed and copies filed accordingly.	No change	70% - Mail register and filing system are up to date.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Currently most of the tasks are up to date since they are progressive as the year advances and will be completed at the close of financial year. Therefore, the achievement level could be averaged to about 65-70 % .	



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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
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
		fill in this section
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	