

Annual Appraisal Summary Report

Appraisal Header Details

Emp No. :	51179	Emp Name :	Angeline Mbeyu Nyongesa
Department	HRM	Program	OPS
App. Start Date	7/1/2021	App. End Date	6/30/2022
Line Manager	Evans Rutto Kaptum	Overview Manager	Superior Nawire Oronje

Overall Rating

KRA's & KPI's

No.	Objective	Weight	Mid Year Appraiser Assessment	Mid Y Supervisor Rating	Self Rating	Agreed Rating	Appraiser Comments	Supervisor Comments	Objective Score
KRA: Payroll Management Maximum Weight : 20.00 Overall Score : 0.00									
1	Support in full automation of the Arch, Kwp and Core payroll Management process.	5							0.00
2	Compilation and preparation of source documents for ARCH, KWP and CORE Payroll	6							0.00
3	Compiling of locum Payroll	3							0.00
4	One Point, COLA, Job Upgrade Letters as and when required.	2							0.00
5	Payroll Statutory Compliance	1							0.00
6	Risk management and Compliance with Payroll Management Policies, statutory requirements, and audit recommendations	3							0.00
KRA: Benefits Administration Maximum Weight : 16.00 Overall Score : 0.00									
1	Participate in procurement of a medical insurance Scheme	3							0.00
2	Support in Medical scheme management	2							0.00

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3	GPA/GLA/WIBA management and administration	3						0.00
4	Claims Management	3						0.00
5	Follow ups on Staff Debtors	2						0.00
6	Ensure compliance of HR Manager in Risk management and Compliance with benefits Management Policies and audit recommendations	3						0.00

KRA: Employee and industrial Relations Maximum Weigth : 8.00 Overall Score : 0.00

1	Support in automation of the Disciplinary and Grievance handling process.	2						0.00
2	Support the team in Disciplinary and Grievance handling process.	2						0.00
3	Coordination of EREP meetings	2						0.00
4	Coordination of staff welfare activities	1						0.00
5	Support in coordination of employee wellness activities	1						0.00

KRA: Records Management Maximum Weigth : 7.00 Overall Score : 0.00

1	Participate in full automation of the records management process.	2						0.00
2	Do quadrilateral internal audits to ensure up to date accurate, timely, and easily retrievable physical records	3						0.00
3	Supervision of storage of active files and archival of inactive records	1						0.00
4	Support the HR Manager Risk management and Compliance with records management Policies, other legal requirements, and audit recommendations	1						0.00

KRA: Employee Separation Maximum Weigth : 7.00 Overall Score : 0.00

1	Staff Separation is as Per policy	3						0.00
2	Resignation acceptance	2						0.00

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3	Basic counselling	2						0.00
KRA: HR Policy reviews and audit assignments and reports Maximum Weigth : 5.00 Overall Score : 0.00								
1	Annual review of Reward Management Policies	3						0.00
2	Departmental audit assignments	2						0.00
KRA: Health and Safety Maximum Weight : 5.00 Overall Score : 0.00								
1	Adherence to HR departmental and program wide Health and Safety guidelines	1						0.00
2	Attendance to Programme wide scheduled or ad hoc refresher trainings	2						0.00
3	Support in Health Safety requests and coordination of wellness activities	2						0.00
KRA: Knowledge transfer and mentorship Maximum Weigth : 2.00 Overall Score : 0.00								
1	Mentoring HRA	2						0.00

Competencies & Behaviours

No	Behaviour	Self Rating	Appraisee Comments	Appraiser Rating	Appraiser Remarks
Competence : Teamwork collaboration and partnering with others					
1	Teamwork collaboration and partnering with others				
Competence : Integrity and Confidentiality					
1	Integrity and Confidentiality				
Competence : Timeliness and quality of work					
1	Timeliness and quality of work				
Competence : Interpersonal Communication and Presentation Skills					
1	Interpersonal Communication and Presentation Skills				