



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150445	Staff Name:	Nancy Christine Awere
ID Number:	24013609	Employee E-mail:	nancy.awere@landcommission.go.ke
Appraisal Type:	MID FINANCIAL YEAR	Appraisal Period:	2016 - 2017
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	CC&A	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Fibian Lukalo	Immediate Supervisor Designation:	DIRECTOR
Second Supervisor:	Fibian Lukalo Kavulani	Supervisor Designation:	DIRECTOR

DEPARTMENTAL OBJECTIVES

TO REDUCE LAND RIGHTS VIOLATIONS THROUGH PROVISION OF INFORMED EMPIRICAL KNOWLEDGE

TO INCREASE ACCESS TO SECURE LAND RIGHTS THROUGH CONDUCTING RESEARCH

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
FILING	THE DIRECTORATE DOCUMENTS FILED AND ARE EASILY TRACEABLE			0	0
MINUTE TAKING	NUMBER OF MINUTES TAKEN DURING DIRECTORATE MEETINGS			0	0
ENSURE CLEANLINESS OF OFFICE	ROUTINE CHECKING OF OFFICE CLEANLINESS			0	0
SORTING/DISPATCHING OF MAIL TO THE REGISTRY	MAILS DISPATCHED ON TIME AND RECORDED IN THE INCOMING AND OUTGOING REGISTER			0	0
MAKING COPIES OF LETTERS BEFORE DISPATCH	RECORDED IN THE DIRECTORATE LETTER MOVEMENT REGISTER			0	0
ENSURE AVAILABILITY OF REGISTRATION FORM DURING MEETINGS	FILED REGISTRATION FORM IN THE FILE			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING

IMMEDIATE SUPERVISOR'S ON TARGET SETTING



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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
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MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
FILING	THE DIRECTORATE DOCUMENTS FILED AND ARE EASILY TRACEABLE	NO TARGET CHANGED	TARGET ACHIEVED
MINUTE TAKING	NUMBER OF MINUTES TAKEN DURING DIRECTORATE MEETINGS	NO TARGET CHANGED	TARGET ACHIEVED
ENSURE CLEANLINESS OF OFFICE	ROUTINE CHECKING OF OFFICE CLEANLINESS	NO TARGET CHANGED	TARGET PARTIALLY ACHIEVED
SORTING/DISPATCHING OF MAIL TO THE REGISTRY	MAILS DISPATCHED ON TIME AND RECORDED IN THE INCOMING AND OUTGOING REGISTER	NO TARGET CHANGED	TARGET ACHIEVED
MAKING COPIES OF LETTERS BEFORE DISPATCH	RECORDED IN THE DIRECTORATE LETTER MOVEMENT REGISTER	NO TARGET CHANGED	TARGET ACHIEVED
ENSURE AVAILABILITY OF REGISTRATION FORM DURING MEETINGS	FILED REGISTRATION FORM IN THE FILE	NO TARGET CHANGED	TARGET ACHIEVED

MID YEAR APPRAISEES'S COMMENTS

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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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
PROFICIENCY COURSE FOR CLERICAL OFFICERS	4 weeks	PROFICIENCY COURSE
REPORT WRITING	2 weeks	REPORT WRITING
OFFICE MANAGEMENT COURSE	2 weeks	OFFICE MANAGEMENT COURSE



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
THE ABOVE NAMED COURSES ARE IMPORTANT TO ME BECAUSE THEY WILL ENABLE ME TO BE MORE PRODUCTIVE IN MY WORK	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations