



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150369	Staff Name:	Nalea Nyaga Rweru
ID Number:	21651054	Employee E-mail:	nalea.nyaga@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	14-Embu County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Jacinta Gitau Muthoni	Immediate Supervisor Designation:	Principal Land Administration
Second Supervisor:	Jacinta Gitau Muthoni	Supervisor Designation:	Principal Land Administration

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
1. Receive five applications and enter into the register	Number of applications received	23	5	100	100
2. Enter five parcels of public land in the register and conduct 5 searches for parcels of public land	Number of parcels entered in the register	22	5	150	100
3. Compile the program for 2 advocacy/awareness meetings	Number of programs compiled	4	2	200	100
4. Submit a list of office supplies to the administration officer on 1st of every month	Number of office supplies submitted	2	1	100	100
5. I identify office equipment required	Number of office equipment identified	4	4	100	100
6 identity burget requirements by submitting receipts for items bought	Number of items bought	4	3	120	100
7. Attend one meeting for the preparation of the work plan	Number of meeting attended	4	3	130	100
8. Compile information for 4 reports	Number of reports compiled	6	4	120	100
9. Compile information for annual report	Number of reports compiled	2	1	115	100
10. Set individual targets	Total targets set	11	11	100	100
11. Complete individual performance appraisal requirements	Number of performance requirements done	1	1	100	100
Total Appraiser Score on Performance Targets				1335.00	1100.00
Mean Appraisal Scores				121.36%	100%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets were set and agreed upon.	The targets are as 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 targets were achieved through the guidance of my immediate supervisor.	The officer performed her duties diligently and as required.

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Receive five applications and enter into the register	Number of applications received	No change	On course
2. Enter five parcels of public land in the register and conduct 5 searches for parcels of public land	Number of parcels entered in the register	No change	On course
3. Compile the program for 2 advocacy/awareness meetings	Number of programs compiled	No change	On course
4. Submit a list of office supplies to the administration officer on 1st of every month	Number of office supplies submitted	No change	On course
5. I identify office equipment required	Number of office equipment identified	No change	On course
6 identify burget requirements by submitting receipts for items bought	Number of items bought	No change	On course
7. Attend one meeting for the preparation of the work plan	Number of meeting attended	No change	On course
8. Compile information for 4 reports	Number of reports compiled	No change	On course
9. Compile information for annual report	Number of reports compiled	No change	On course
10. Set individual targets	Total targets set	No change	On course
11. Complete individual performance appraisal requirements	Number of performance requirements done	No change	On course

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The targets set are achievable	Targets were set and agreed upon



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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

Am competent and always perform my duties with the professionalism and integrity.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The officer performed her duties with a lot professionalism

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Customer care skills	1 months	Customer care Management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The Training will assist in improving skills on how to deal with clients.

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

I recommend the training for the officer.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
The officer preforms her duties with integrity and professionalism.	I recommend training as requested.