



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150422	Staff Name:	Miriam Nchagwa Mogesi
ID Number:	27500797	Employee E-mail:	miriam.nchagwa@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	44-Migori County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Tache Kabale Arero	Immediate Supervisor Designation:	Acting Chief Executive Officer
Second Supervisor:	Tache Kabale Arero	Supervisor Designation:	Acting Chief Executive Officer

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Ensure proper filing on daily basis	File			100	0
Assist in writing quarterly reports	Reports			90	0
Attending to clients on daily basis	Visitors book			100	0
Assist to conduct 12 public awareness program annually on NLC mandate	Reports,site photo,attendance list etc			80	0
Collection of data on public land	Status report			100	0
Drafting of staff minutes within 2 days after the meeting	Minutes			100	0
Attending departmental heads meetings addressed to NLC on behalf of the county coordinator	Departmental Heads Minutes File			90	0
Daily opening and cleaning of the office before 8.00 am	Duty Roaster			100	0
Total Appraisee Score on Performance Targets				760.00	0.00
Mean Appraisal Scores				95%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Believe to achieve the set targets.	Targets are okay



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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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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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
given proper managerial training.will be an added advantage	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory Skills	6 weeks	Supervisory Management course
Record Management Skill	4 weeks	Record Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Supervisory Skill will enhance my level to serve client in a professional way	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations