



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150271	<b>Staff Name:</b>	Hassan Issack Adan
<b>ID Number:</b>	27380242	<b>Employee E-mail:</b>	hassan.issack@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	32-Nakuru County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Frank Kibelekenya Kosiom	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	Frank Kibelekenya Kosiom	<b>Supervisor Designation:</b>	County Coordinator

DEPARTMENTAL OBJECTIVES
1.To facilitate access and use of land for socio-economic environmental sustainability
2. To create awareness through advocacy, coordination and information dissemination on the roles of NLC
3.To enhance secure storage,access and retrieval of public land information
4. To facilitate resolution of dispute and conflicts on land and land based resources
5.To enhance secure storage,access and retrieval of public land information

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Attending to clients and inquiries on daily basis	Visitors book, drafted letters		Target achieved as agreed	95	80
2. Ensure proper filing system on daily basis	Number of files		Target achieved as agreed	90	82
3.Conduct public awareness on the mandates and roles of the commission	Number of reports and photos		Target achieved as agreed	88	81
4. Drafting minutes on all relevant meetings	Number of minutes drafted		Target achieved as agreed	98	80
5.Receiving applications for allotment letters	Number of allotment letters received		Target achieved as agreed	92	75
6. Compiling of reports e.g quartely reports	Number of reports		Target achieved as agreed	98	82
<b>Total Appraisee Score on Performance Targets</b>				<b>561.00</b>	<b>480.00</b>
<b>Mean Appraisal Scores</b>				<b>93.5%</b>	<b>80%</b>



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
I believe i achieved the set targets	Good

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
Core Competencies	Professionalism	Good - Between 80% and 99%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I believe to be professional in delivering my duties.	Good

STAFF TRAINING AND DEVELOPMENT NEEDS	
Training & Development Needs	Duration
Customer care and public relations training	two weeks
	Type of Training
	Customer care management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I would like to be considered for the above training when chances are available.	Need for more trainings

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations