



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150278	<b>Staff Name:</b>	Loice Seinadu Ntirah
<b>ID Number:</b>	25306697	<b>Employee E-mail:</b>	loice.ntira@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2018-2019
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	33-Narok County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Supervisor
<b>Immediate Supervisor:</b>	Omukamani Wanyundi Henry	<b>Immediate Supervisor Designation:</b>	Nlc county coordinator
<b>Second Supervisor:</b>	Henry Wanyundi Omukamani	<b>Supervisor Designation:</b>	Nlc county coordinator

### DEPARTMENTAL OBJECTIVES

To ensure public land is well managed on behalf of county and national government .

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Ensure proper filing system on daily basis	File	Proper filing done on daily basis		100	0
Assist in preparation of quarterly report	Quarterly report	all quarterly reports done on time		95	0
Assist in conducting public awareness on NLC mandate monthly	-Attendance list Awanenes Site photos  - Awareness report	8 awareness		80	0
Typing of office letters	processed letters	no pending un typed letters		100	0
customer care service	guiding the clients properly	customers well recieved		100	0
<b>Total Appraisee Score on Performance Targets</b>				<b>475.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>95%</b>	<b>0%</b>

### APPRAISEE'S COMMENTS ON TARGET SETTING

Targets set amicably

### IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Targets are SMARTS



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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
delivered my duties without any challenges.	The assessment represents a fair view of the officers performance.

### MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Ensure proper filing system on daily basis	File	None	No target changed or added
Assist in preparation of quarterly report	Quarterly report	None	None
Assist in conducting public awareness on NLC mandate monthly	-Attendance list Awanenes Site photos  - Awareness report	None	No changes

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
No target changed or added	

### 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
Ensuring transparency in service delivery at all times	The officer meets the threshold of the transparency and accountability in discharge of her duties

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Customer care skills	two weeks	Customer care

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
This training will assist me to achieve my targets	Training selected is relevant to her work

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations