



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20160463	<b>Staff Name:</b>	Melky Elim Ejore
<b>ID Number:</b>	30306521	<b>Employee E-mail:</b>	melky.elim@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2020-2021
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	23-Turkana County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	James Wangiros Long'ole	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	James Wangiros Long'ole	<b>Supervisor Designation:</b>	County Coordinator

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1.Ensure proper filing system on daily basis	files	Documents filed		100	0
2.Registration of disputes	Dispute register	Land disputes registered		100	0
3.Receiving packages ,documents and letters	filed incoming letters	packages,documents and letters received		100	0
4.collection of data on Public Land; Turkana South,Turkana East	File of collected data,copy of questionnaire	collected data for Turkana south and Turkana East		100	0
5.Assist to conduct 2 public awareness programmes annually on NLC mandate	Invitation letters signed attendance list	attended one public awareness meeting		70	0
6.Drafting 4 minutes for staff meetings	Minutes	drafted two staff minutes		100	0
7.Report writing	Activity report	compile on activity report		100	0
<b>Total Appraisee Score on Performance Targets</b>				<b>670.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>95.71%</b>	<b>0%</b>



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are Clear and Achievable	Milky's targets are clear and achievable

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
most of the targets were achieved	Milky achieved most of the targets agreed

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1.Ensure proper filing system on daily basis	files	No changes in the agreed targets	no remarks
2.Registration of disputes	Dispute register	no changes in the agreed targets	no remark
3.Receiving packages ,documents and letters	filed incoming letters	no changes in agreed targets	no remark
4.collection of data on Public Land; Turkana South,Turkana East	File of collected data,copy of questionnaire	no changes in agreed targets	no remark
5.Assist to conduct 2 public awareness programmes annually on NLC mandate	Invitation letters signed attendance list	no changes in agreed targets	no remarks
6.Drafting 4 minutes for staff meetings	Minutes	no changes in the agreed targets	no remarks
7.Report writing	Activity report	no changes in the targets	no remarks

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
There was no much changes in the targets	Milky undertakes his roles and responsibilities timely and with commitment

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Very Good - Upto 100%
Managerial and Supervisory Competence	Planning and Organizing	Very Good - Upto 100%
Values	Respect for National /Gender Diversity	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
i require trainings and mentorship to enhance my professional competencies	Milky scored at level of Very Good in all the Cluster Criteria above



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
presentation skills	2 weeks	management course
public speaking	3 weeks	operational skill
Land laws	4 weeks	management
traditional dispute resolution	4 weeks	management skills
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
i request the training need highlighted above to improve my output		Milky requires training in the above areas to enable him perform effectively
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
Milky's overall rating stands at Very Good. His targets are SMART and achievable with the available financial resources and innovative approaches to work contexts.	Milky requires further training in Land Laws and TDR	