



## 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>	2019-2020
<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>	Immediate Supervisor
<b>Immediate Supervisor:</b>	Bellinda Akoth Akello	<b>Immediate Supervisor Designation:</b>	Deputy Director Legal Affairs
<b>Second Supervisor:</b>	Bellinda Akello Akoth	<b>Supervisor Designation:</b>	Deputy Director Legal Affairs

## DEPARTMENTAL OBJECTIVES

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	Updated filing			0	0
Assist in preparation of quaterly reports	Quaterly reports			0	0
Assists in conducting public awareness on Nlc mandate monthly	-Attendance list,  awareness report  ,Site photos			0	0
Customer care	Guiding the clients properly			0	0
Typing of office letters	Processed letters			0	0
<b>Total Appraisee Score on Performance Targets</b>				<b>0.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>0%</b>	<b>0%</b>

## APPRAISEE'S COMMENTS ON TARGET SETTING

## IMMEDIATE SUPERVISOR'S ON TARGET SETTING

## 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



## INDIVIDUAL APPRAISAL REPORT

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Ensure proper filing system on daily basis	Updated filing	No changes or targets added during the period	98%
Assist in preparation of quaterly reports	Quaterly reports	No target changed	90%
Assists in conducting public awareness on Nlc mandate monthly	-Attendance list,  awareness report  ,Site photos	No changes	80
Customer care	Guiding the clients properly	No changes made	98%
Typing of office letters	Processed letters	No changes made	99%

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets were set amicably	

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
Delivered my duties without any challenges	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer care skills	2weeks	customer care management cource

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Training will enable me to discharge my duties effectively	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations