



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS					
Staff Number:	NLC20150327	Staff Name:	Isabella Wakoli Nekesa		
ID Number:	22828471	Employee E-mail:	isabella.wakoli@landcommission.go.ke		
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024		
Terms of Service:	Permanent and Pensionable	Gender:	Female		
Work Station	47-Nairobi City County	Job Grade:	NLC6		
Dept/Directorate	HRA	Appraisal Status	Approved/Closed/HR		
Immediate Supervisor:	Charles Wangila Musundi	Immediate Supervisor Designation:	Chief Human Resource Officer		
Second Supervisor:	Ben Tuwai Bett	Supervisor Designation:	Director Human Resource and Administration		

DEPARTMENTAL OBJECTIVES

to strengthen human resource capacity

to strengthen human resource capacity

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Prepare HRAC paper to recruit fifty(50) competent staff in the Commission between 1st July 2023 to 30th June 2024	No. of staff recruited, Interview minutes, Job advert, Appointment letters	60 people recruited	100	94	100
To implement training plan by training 500 No. of Commissioners and staff in identified thematic areas between 1st July 2023 to 30th June 2024	No of staff trained Approved budgets, Attendance list, Training program, Nomination letter	trained 523 employees	104	95	100
To provide information in the standardization of Commission business processes and procedures 1st April, 2024 to 30th June, 2024	Commission business standard procedure manual	the target was dropped	100	100	100
sign performance appraisal targets with immediate supervisor by 30th July 2023	signed performance appraisal targets	performance appraisal done	100	97	100
To carry out baseline survey on HIV/AIDS in the Commission	Baseline survey report on HIV/AIDS in the commission	baseline survey done by using monkey tool	100	99	100
Provide input to the development of policy on HIV /AIDS in the commission 1st January, 2023 and 31st March ,2023	Policy on HIV/AIDS in the commission	HIV/AIDS policy draft is available	90	99	100



INDIVIDUAL APPRAISAL REPORT

To Submit quarterly reports and evidence in prescribed format to NACC	Progress reports in prescribed format.	no reporting in the performance contract target was dropped in the performance contract	100	99	100
Prepare HRAC paper to recruit fifty(50) competent staff in the Commission between 1st July 2023 to 30th June 2024	No. of staff recruited, Interview minutes, Job advert, Appointment letters	60 employees recruited	100	98	100
Total Appraisee Score on Performance Targets				781.00	800.00
Mean Appraisal Scores				97.62%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
the targets are achievable	well done

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
	You have done your best under the prevailing circumstances. Endeavour to work on the dropped targets in the next FY

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Prepare HRAC paper to recruit fifty(50) competent staff in the Commission between 1st July 2023 to 30th June 2024	No. of staff recruited, Interview minutes, Job advert, Appointment letters	target did not change	HRAC papers done on time
To implement training plan by training 500 No. of Commissioners and staff in identified thematic areas between 1st July 2023 to 30th June 2024	No of staff trained Approved budgets, Attendance list, Training program, Nomination letter	target did not change	trained 523 people
To provide information in the standardization of Commission business processes and procedures 1st April, 2024 to 30th June, 2024	Commission business standard procedure manual	target did not change	information was provided on time to facilitate business processes and procedure
sign performance appraisal targets with immediate supervisor by 30th July 2023	signed performance appraisal targets	target did not change	was able to sign performance appraisal with immediate supervisor in time



INDIVIDUAL APPRAISAL REPORT

To carry out baseline survey on HIV/AIDS in the Commission	Baseline survey report on HIV/AIDS in the commission	target did not change	baseline surveys was done and a report made
Provide input to the development of policy on HIV /AIDS in the commission 1st January,2023 and 31st March ,2023	Policy on HIV/AIDS in the commission	target not changed	policy is still work in progress
To Submit quarterly reports and evidence in prescribed format to NACC	Progress reports in prescribed format.	target on changed	this financial year we did not report in the performance contract
Prepare HRAC paper to recruit fifty(50) competent staff in the Commission between 1st July 2023 to 30th June 2024	No. of staff recruited, Interview minutes, Job advert, Appointment letters	target did not change	the recruitment process was successful

MID YEAR APPRAISEES'S COMMENTS

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Good work. Lets endeavour to finalize the pending work in the FY 2024/25

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

some of the targets were dropped although the rest were achievable

add attributes

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
supervisory skills	3 weeks	supervisory management course
senior management	3 weeks	supervisory management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

the above training will help boost my efficiency at my work place

You can consider doing Senior Management Course in the FY 2024/2025

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments

Second Supervisor Recommendations