



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20160462	Staff Name:	Jackline Vugutza Kedogo
ID Number:	26223948	Employee E-mail:	jackline.kedogo@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	23-Turkana County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Galgalo Bora Galgalo	Immediate Supervisor Designation:	Administration Officer
Second Supervisor:	Galgalo Bora Galgalo	Supervisor Designation:	Administration Officer

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
collection of data	filled forms	collated and collected data	data collated successfully	100	100
attend to client	visitors books	attended to clients	Attendant to client	100	85
register land disputes cases from complainant	dispute register	disputes registered	Receiving Land disputes cases registered and complainants	100	100
minutes writing	minutes	minutes written	writing office minutes	100	95
filing and retrieving documents/information	files	files arranged	Retrieving office document and information	100	100
Total Appraisee Score on Performance Targets				500.00	480.00
Mean Appraisal Scores				100%	96%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
targets are clear	Aim higher



INDIVIDUAL APPRAISAL REPORT

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
target are realistic and achievable	Jacklyn's target are realist and achievable within the content.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
collection of data	filled forms	no changes	target clear
attend to client	visitors books	no changes	target clear
register land disputes cases from complainant	dispute register	no changes	target clear
minutes writing	minutes	no changes	target clear
filing and retrieving documents/information	files	no changes	target clear

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
targets are achievable	overall good performances

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Good - Between 80% and 99%
Values	Fairness	Good - Between 80% and 99%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
require more training	Jacklyn rates good in cluster criteria provided.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
communication skills	3 weeks	customer care
report writing	3 weeks	writing

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
find above my training needs	Needs more training for target to be archived.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS
--



INDIVIDUAL APPRAISAL REPORT

Second Supervisor Comments	Second Supervisor Recommendations
Overall Good performance.	Aim Higher