



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140091	Staff Name:	Selina Chepkoros
ID Number:	10383950	Employee E-mail:	selina.chepkoros@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2024-2025
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	LV&T	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Dorah Buyaki Ongaga	Immediate Supervisor Designation:	Principal Valuation and Taxation
Second Supervisor:	Dorah Ongaga Buyaki	Supervisor Designation:	Principal Valuation and Taxation

DEPARTMENTAL OBJECTIVES

Avail land through compulsory acquisition.

To strengthen human resources capacity

To access land and property taxes

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Oversee records management	Number of records done			0	0
make travel arrangements	Number of trips arranged			0	0
maintain daily files	number of files			0	0
Print, scan and collate committee packs	number of requests			0	0
Attend to customer/PAP Enquiries	Number of PAPs attended to			0	0
Draft routine correspondence	number of correspondence			0	0
Prepare workshop report	number of reports			0	0
Typing memos, Reports, letters and minutes with accuracy and efficiency on daily basis	number of memos, reports, letters and minutes All memos, letters, minutes typed on time			0	0
Handling of internal and external customers/clients, receiving/making calls to both internal and external customers/clients	number of visitors attended to/visitors book			0	0
provide administrative services at field activities, seminars and workshops	attendance registers, number of seminars and workshops			0	0
organize meeting venues and refreshments	number of meetings			0	0



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supervise juniors	Number of staff supervised			0	0
Assist clean up the data, retrieve and maintain filing for all acquisition and records keeping	Number of project files generated			0	0
maintaining records of all the projects and valuer handling those projects	Report, memos			0	0
handling of petty cash	Temporary imprest			0	0
safety of records and office equipment	registers, lockable cabinet , number of equipments office equipments and records well maintained			0	0
Safeguard Records (open/ confidential records and office equipment)	Office Matrix			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
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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
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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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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
Managing and evaluating performance	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
senior management course	4 weeks	management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
It will help me in my management course	



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations