



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150437	Staff Name:	Gladys Kigen Jepchumba
ID Number:	25084282	Employee E-mail:	gladys.kigen@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	30-Baringo County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Japhet Gikunda Mnkanata	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Francis Mirara Mwaura	Supervisor Designation:	Intern

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Opening of the office on time	The office is open	present at the office on time	Office was opened all working days	100	100
cleaning of the office	clean and tidy	clean office floor, equipments and the windows.	working conditions maintained clean	101	100
Arrangement of files	Files are in order	Files arranged in an orderly manner.	Office files were properly arranged and documents filled correctly.	95	90
making tea for staff	Tea present	Tea available to the staff on time.	Tea was available only for month since funding was given once	85	50
Receiving of clients	Daily occurrence book	Number of clients recorded on the occurrence book.	all visitors to our office were recorded before being attended .	100	100
Drafting of letters/ Reports	Report and letters are available in the screen	Number of letters filed,	all letters received filled	100	100



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Receiving of clients	Daily occurrence book	80	all visitors to our office were recorded before being attended .	100	100
Total Appraisee Score on Performance Targets				681.00	640.00
Mean Appraisal Scores				97.29%	91.43 %

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets were met and achieved .	Targets were not changed and the officer achieved the targets agreed at rate of 96%

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
all Targets are achievable.	The officer achieved set targets and works with minimum supervision

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Opening of the office on time	The office is open	No additional	Targets achieved
cleaning of the office	clean and tidy	No additional	Targets achieved
Arrangement of files	Files are in order	Arranging files according to sub-counties and type of the issue	Targets achieved
making tea for staff	Tea present	No additional	Targets achieved
Receiving of clients	Daily occurrence book	Attending client in absents of my supervisors	Targets achieved
Drafting of letters/ Reports	Report and letters are available in the screen	compiling of reports e.g ground status report	Targets achieved successfully

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
With hard work and being vigilant i achieved my targets successfully	The officers performed fairly good under the prevailing conditions and achieved set targets during the year

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Values	Confidentiality	Good - Between 80% and 99%



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
TO WORK VERY HARD SO AS TO ACHIEVE THE SET TARGET	The officer core competencies and professionalism has helped her achieve set targets during the year under review.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer care Skills.	2 weeks	Customer care Management course.
Customer care Skills.	2 weeks	Customer care Management course.
Supervisory skills	2 weeks	g.Supervisory Management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
THROUGH THE ACQUIRED SKILLS I SHOULD WORK HARD TO MEET THE SET TARGETS	The officer has been pursuing self development by under going short course training on customer care and supervisory skills

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The officer performed her duties well and achieved the targets agreed during the years under review.	She is an active member and always ready to learn new skills of work