



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150244	<b>Staff Name:</b>	Bokayo Wario Halakhe
<b>ID Number:</b>	30536273	<b>Employee E-mail:</b>	bokayo.halake@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	32-Nakuru County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Frank Kibelekenya Kosiom	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	Frank Kibelekenya Kosiom	<b>Supervisor Designation:</b>	County Coordinator

### DEPARTMENTAL OBJECTIVES

- 1.To facilitate access and use of land for socio-economic environmental sustainability
2. To create awareness through advocacy, coordination and information dissemination on the roles of NLC
- 3.To enhance secure storage,access and retrieval of public land information
4. To facilitate resolution of dispute and conflicts on land and land based resources

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
1. Reviewing files and records to answer request for information and maintaining filing system.	Files		Target achieved as agreed	100	90
2. Compiling of reports e.g quartely and site visit reports	Reports		Target achieved as agreed	180	95
3.Handling inquiries from the clients and incoming work requests	Visitor's book		Target achieved as agreed	140	88
4.Taking and distributing messages	Letters		Target achieved as agreed	120	92
5. Taking minutes i.e staff meeting minutes and some invited stakeholders meetings	Minutes		Target achieved as agreed	80	86
6.Assist the county coordinator in conducting public awareness on the mandates and roles of National Land Commission	Photos and attendance list		Target achieved as agreed	86	94
<b>Total Appraiser Score on Performance Targets</b>				<b>706.00</b>	<b>545.00</b>
<b>Mean Appraisal Scores</b>				<b>117.67%</b>	<b>90.83 %</b>



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Target set is achievable.	Truly achievable

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

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
Core Competencies	Professionalism	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I believe in having strong moral principles and behave ethically towards my work as well at my work place.	Excellent

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
1.Record management training	two weeks	Record management
2. land related short courses	3 weeks	Land administration related skills

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I request to be considered on the above trainings once chances are available.	Need for more trainings

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Overall performance is good	Need for more trainings