



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150164	<b>Staff Name:</b>	Dorothy Kyembeni Mutheo
<b>ID Number:</b>	25887570	<b>Employee E-mail:</b>	dorothy.kyembeni@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>	17-Makueni County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Appraisee Reviewed
<b>Immediate Supervisor:</b>	Patrick Gachango Waweru	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	Tache Kabale Arero	<b>Supervisor Designation:</b>	Acting Chief Executive Officer

### DEPARTMENTAL OBJECTIVES

1. management and administration of public land.
2. Use of land and security of land rights.
3. Land dispute resolution and conflict management.
4. Institutional strengthening.

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1.prepare a list and details of urban centres undergoing planning and surveying.	status report.	1	1	100	100
2.prepare one report of a list and details of urban centers undergoing planning and surveying.	one status report.	1		100	100
3.prepare one status report of ongoing regularization of land ownership in the county.	one status report.	1	1	100	100
4.prepare one status report of land use planning in the county.	status report.	1	1	100	100
others:	ground reports.	4	4	100	100
(a)Logistical planning for field work visits.					
b)Attending to walk in clients/public enquires.	Number of clients attended/enquires made.	per day atleast 5 -9 persons	5 persons	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>600.00</b>	<b>600.00</b>
<b>Mean Appraisal Scores</b>				<b>100%</b>	<b>100%</b>



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are 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
1.prepare a list and details of urban centres undergoing planning and surveying.	status report.	No target changed or added.	The exercise is ongoing on some centres.
2.prepare one report of a list and details of urban centers undergoing planning and surveying.	one status report.	target not changed or added.	collecting & compiling data and information for report writing.
3.prepare one status report of ongoing regularization of land ownership in the county.	one status report.	No target changed or added.	working on the status report.
4.prepare one status report of land use planning in the county.	status report.	No target changed or added.	collecting & collating information for the status report writing.
others: (a)Logistical planning for field work visits.	ground reports.	no target changed or added.	working on ground reports.
b)Attending to walk in clients/public enquires.	Number of clients attended/enquires made.	no target changed or added.	attends to 2-3 persons per day enquiring about land issue.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
With the great support the targets will be achieved.	

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Very Good - Upto 100%
Values	Respect for National /Gender Diversity	Very Good - Upto 100%
Values	Fairness	Very Good - Upto 100%
Values	Confidentiality	Very Good - Upto 100%



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE	
A confident work is a great performer.		The appraisee is professional and a team player	
STAFF TRAINING AND DEVELOPMENT NEEDS			
Training & Development Needs	Duration	Type of Training	
senior management course	3-4 weeks	management course.	
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
I would like to request for a senior management course training.the course will help me in executing my duties/responsibilities.		The officer did not attend any training which is vital for her work	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS			
Second Supervisor Comments	Second Supervisor Recommendations		