



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150455	<b>Staff Name:</b>	Teresa Chuluke Wario
<b>ID Number:</b>	29961806	<b>Employee E-mail:</b>	teresa.wario@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2020-2021
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	22-Kiambu County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Immediate Supervisor Reviewed
<b>Immediate Supervisor:</b>	Molu Michael Halake	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	Michael Molu Halake	<b>Supervisor Designation:</b>	County Coordinator

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Site visit on the ground	Ground report record	site visit done	site visit conducted	110	100
2. writing and typing of letters	written letters	income and outcome registered		120	0
3. Document filling	Filling system both soft and hard copy	documentation done		150	0
4. Receiving clients	clients register	all clients has been attended to		170	0
5. Receiving documents for the application and filing them	filled documents in the cabinet	application process		120	0
<b>Total Appraisee Score on Performance Targets</b>				<b>670.00</b>	<b>100.00</b>
<b>Mean Appraisal Scores</b>				<b>134%</b>	<b>20%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
my duties as per my job description are well carried out	The officer's performance is commendable.



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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
target can be achieved well with training	The officer's performance was impressive.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Site visit on the ground	Ground report record	target maintain	50 done
2. writing and typing of letters	written letters	target as set	60
3. Document filling	Filling system both soft and hard copy	maintain documentation	list of document received
4. Receiving clients	clients register	target maintain	number of clients reduced
5. Receiving documents for the application and filing them	filled documents in the cabinet	maintain processing and 50 cases of received land dispute and conflicts	number of cases has been processed

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
target achievable	The officer's performance is commendable.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I am accountable enough in carry out my duties diligently	An officer of good professional standards.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
1. Record management	2 weeks	management course
2. Administrative assistance	3weeks	Administration
3. Office technology E-data entry	4weeks	IT

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
with training i will be able to carry my duties diligently	The officer desperately require training for professional development.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS
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Second Supervisor Comments	Second Supervisor Recommendations