



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150445	Staff Name:	Nancy Christine Awere
ID Number:	24013609	Employee E-mail:	nancy.awere@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2016 - 2017
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	CC&A	Appraisal Status	Appraisee Reviewed
Immediate Supervisor:	Fibian Lukalo	Immediate Supervisor Designation:	DIRECTOR
Second Supervisor:	Fibian Lukalo Kavulani	Supervisor Designation:	DIRECTOR

DEPARTMENTAL OBJECTIVES
TO REDUCE LAND RIGHTS VIOLATIONS THROUGH PROVISION OF INFORMED EMPIRICAL KNOWLEDGE
TO INCREASE ACCESS TO SECURE LAND RIGHTS THROUGH CONDUCTING RESEARCH

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
FILING	THE DIRECTORATE DOCUMENTS FILED AND ARE EASILY TRACEABLE	RESULTS ACHIEVED	120	100	100
MINUTE WRITING	NUMBER OF MINUTES TAKEN DURING DIRECTORATE MEETINGS	RESULTS ACHIEVED	100	120	120
ENSURE CLEANLINESS OF OFFICE	ROUTINE CHECKING OF OFFICE CLEANLINESS	RESULTS PARTIALLY ACHIEVED	110	100	100
SORTING/DISPATCHING OF MAIL TO THE REGISTRY	MAILS DISPATCHED ON TIME	RESULTS FULLY ACHIEVED	120	160	150
MAKING COPIES OF LETTERS BEFORE DISPATCH	RECORDED IN THE DIRECTORATE LETTER MOVEMENT REGISTER	RESULTS FULLY ACHIEVED	120	155	150
ENSURE AVAILABILITY OF REGISTRATION FORM DURING MEETINGS	FILED REGISTRATION FORM IN THE FILE	RESULTS FULLY ACHIEVED	120	150	150
Total Appraisee Score on Performance Targets				785.00	770.00
Mean Appraisal Scores				130.83%	128.33%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
THEIR IS NEED FOR AN INDUCTION IN ORDER FOR ME TO UNDERSTAND THE OPERATION PROCESS OF THE COMMISSION AND GOVERNMENT RULE OF ENGAGEMENT.	Work well done and targets met

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
my performance was excellent but 1. Their should constant appraisal of my work 2. I would perform much better if i under went a training on communication and etiquette to improve my communication competency 3. Their should be availability of e	Performance would be improved with constant on the job training.

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
FILING	THE DIRECTORATE DOCUMENTS FILED AND ARE EASILY TRACEABLE	NO TARGET CHANGED	TARGET ACHIEVED
MINUTE WRITING	NUMBER OF MINUTES TAKEN DURING DIRECTORATE MEETINGS	NO TARGET CHANGED	TARGET ACHIEVED
ENSURE CLEANLINESS OF OFFICE	ROUTINE CHECKING OF OFFICE CLEANLINESS	NO TARGET CHANGED	TARGET ACHIEVED
SORTING/DISPATCHING OF MAIL TO THE REGISTRY	MAILS DISPATCHED ON TIME	NO TARGET ACHIEVED	TARGET ACHIEVED
MAKING COPIES OF LETTERS BEFORE DISPATCH	RECORDED IN THE DIRECTORATE LETTER MOVEMENT REGISTER	NO TARGET CHANGED	TARGET ACHIEVED
ENSURE AVAILABILITY OF REGISTRATION FORM DURING MEETINGS	FILED REGISTRATION FORM IN THE FILE	NO TARGET CHANGED	TARGET ACHIEVED

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
more training required and induction.	The work was done and targets achieved

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Good - Between 80% and 99%
Values	Respect for National /Gender Diversity	Good - Between 80% and 99%



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
MORE TRAINING IS CRUCIAL FOR EFFECTIVE SERVICE DELIVERY	Need to consistency and improvement in core competencies

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
REPORT WRITING COURSE	2 weeks	REPORT WRITTING
PROFICIENCY COURSE FOR CLERICAL OFFICERS	4 weeks	PROFICIENCY COURSE
OFFICE MANAGEMENT COURSE	2 weeks	OFFICE MANAGEMENT COURSE

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
DUE TO LACK OF FUNDS, I HAVE NOT BEEN ABLE TO ATTEND THE ABOVE COURSES, AS THEY ARE IMPORTANT BECAUSE THEY WILL ASSIST ME TO BE MORE PRODUCTIVE IN MY WORK AREA	Need for professional development is important , hence the request for funding to be provided.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations