



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140023	Staff Name:	Grace Wairagu Wagaki
ID Number:	10136903	Employee E-mail:	grace.wairagu@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	31-Laikipia County	Job Grade:	NLC3
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Tache Kabale Arero	Immediate Supervisor Designation:	Acting Chief Executive Officer
Second Supervisor:	Tache Kabale Arero	Supervisor Designation:	Acting Chief Executive Officer

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
to conduct ground reports with the aim of identifying public institution land for recovery from July 1st 2022 to June 30th 2023	No of parcels identified for recovery Ground status reports written			0	0
To receive,review and recommend applications for extension and renewal of leases 10	No. of applications for renewal and extension of leases processed			0	0
To develop an inventory of public land parcels in community and settlements schemes from 1st July 2022 to 30th June 2023 100	inventory in place			0	0
To develop a report on the status of urban centers	Report on status of urban status			0	0
To develop a report on the status of CSP, LUPs and any other planning projects from 1st July 2022 to 30th June 2023	Status report on land use planning in the County.			0	0
To develop a report on disputes handled through ADR/TDR in the County 5	Status report on,no of disputes received and processed			0	0
To hold and attend forums /meetings to sensitize the public on the mandate of the commission between 1st July 2022 to 30th June 2023 4	No of meetings attended/held			0	0



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To maintain a register for assets in the County between 1st of July 2022 to 30th June 2023	An updated assets register			0	0
To ensure prudent expenditure of imprest advanced from 1st July 2022 to 30th June 2023	timely surrender of imprest advanced			0	0
To develop a County work plan between 1st July 2022 to 30th June 2023	County work plan in place			0	0
To prepare and submit quarterly reports on performance between 1st July 2022 and 30th June 2023	4 quarterly reports submitted			0	0
To prepare and submit an annual report on performance between 1st July 2022 and 30th June 2023	County annual report			0	0
To conduct performance appraisals for all staff in the county within stipulated timelines	Mid year and annual performance appraisal reports			0	0
Total Appraiser Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING

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
to conduct ground reports with the aim of identifying public institution land for recovery from July 1st 2022 to June 30th 2023	No of parcels identified for recovery Ground status reports written	Not changed or added	50%
To receive,review and recommend applications for extension and renewal of leases 10	No. of applications for renewal and extension of leases processed	Not changed or added	30%
To develop an inventory of public land parcels in community and settlements schemes from 1st July 2022 to 30th June 2023	inventory in place	Not changed or added	100%
100			



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To develop a report on the status of urban centers	Report on status of urban status	Not changed or added	100%
To develop a report on the status of CSP, LUPs and any other planning projects from 1st July 2022 to 30th June 2023	Status report on land use planning in the County.	Not changed or added	100%
To develop a report on disputes handled through ADR/TDR in the County	Status report on, no of disputes received and processed	Not changed or added	100%
5			
To hold and attend forums /meetings to sensitize the public on the mandate of the commission between 1st July 2022 to 30th June 2023	No of meetings attended/held	Not changed or added	100%
4			
To maintain a register for assets in the County between 1st of July 2022 to 30th June 2023	An updated assets register	Not changed or added	100%
To ensure prudent expenditure of imprest advanced from 1st July 2022 to 30th June 2023	timely surrender of imprest advanced	Not changed or added	100%
To develop a County work plan between 1st July 2022 to 30th June 2023	County work plan in place	Not changed or added	100%
To prepare and submit quarterly reports on performance between 1st July 2022 and 30th June 2023	4 quarterly reports submitted	Not changed or added	100%
To prepare and submit an annual report on performance between 1st July 2022 and 30th June 2023	County annual report	Not changed or added	100%
To conduct performance appraisals for all staff in the county within stipulated timelines	Mid year and annual performance appraisal reports	Not changed or added	100%

MID YEAR APPRAISEES'S COMMENTS

Targets set did not change.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Strive to achieve all set targets by close of FY

VALUES AND STAFF COMPETENCIES APPRAISAL



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Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Core competencies-professionalism and integrity		
STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	