



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|--------------------------------------|
| Staff Number: | NLC20160462 | Staff Name: | Vugutza Jackline Kedogo |
| ID Number: | 26223948 | Employee E-mail: | jackline.kedogo@landcommission.go.ke |
| Appraisal Type: | ANNUAL FINANCIAL YEAR | Appraisal Period: | 2020-2021 |
| Terms of Service: | Permanent and Pensionable | Gender: | Female |
| Work Station | 23-Turkana County | Job Grade: | NLC8 |
| Dept/Directorate | CCO | Appraisal Status | Approved/Closed/HR |
| Immediate Supervisor: | James Wangiros Long'ole | Immediate Supervisor Designation: | County Coordinator |
| Second Supervisor: | James Wangiros Long'ole | Supervisor Designation: | County Coordinator |

DEPARTMENTAL OBJECTIVES

| AGREED PERFORMANCE TARGETS | | | | | |
|--|-----------------------------------|------------------|--------------------------------|--------------------|---------------|
| Agreed Performance Target | Performance Indicator | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
| public land data collation and collection;loima sub-county,turkana central | filled forms | | | 0 | 0 |
| requisition of office supplies | requisition letters | | | 0 | 0 |
| minute writing | minutes | | | 0 | 0 |
| assist to conduct public awareness programmes | reports,photos,invitation letters | | | 0 | 0 |
| report writing | reports | | | 0 | 0 |
| update of assets register | assets register | | | 0 | 0 |
| Total Appraisee 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 |
|--|--|
| targets are clear and achievable | Jacklyne's targets are realistic and achievable within the context |

| 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 |



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| MID YEAR APPRAISEES'S COMMENTS | | MID YEAR IMMEDIATE SUPERVISORS COMMENTS | |
|---|--|--|--|
| VALUES AND STAFF COMPETENCIES APPRAISAL | | | |
| Criteria Cluster | Appraisee's Values and Competencies | Immediate Supervisor Comments | |
| Core Competencies | Professionalism | Good - Between 80% and 99% | |
| Managerial and Supervisory Competence | Planning and Organizing | Good - Between 80% and 99% | |
| Values | Respect for National /Gender Diversity | Good - Between 80% and 99% | |
| APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES | | IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE | |
| with training to enhance my capabilities i can be more productive | | Jacklyne rates Good in the cluster criteria provided | |
| STAFF TRAINING AND DEVELOPMENT NEEDS | | | |
| Training & Development Needs | Duration | Type of Training | |
| presentation skills | 2 weeks | management | |
| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS | | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS | |
| i kindly request to be equipped with better presentaton skills | | She requires support in report writing and public speaking skills | |
| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS | | | |
| Second Supervisor Comments | | Second Supervisor Recommendations | |
| Jacklyne overall rating stands at Good. Her targets are SMART and achievable within the available financial resources and innovative approaches to work contexts. | | I recommend Jacklyne for training in report writing and presentation | |