



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210636	Staff Name:	Gladys Wacera Njeri
ID Number:	29295626	Employee E-mail:	gladys.njeri@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Supervisor
Immediate Supervisor:	Jacinta Gitau Muthoni	Immediate Supervisor Designation:	Principal Land Administration
Second Supervisor:	Jacinta Gitau Muthoni	Supervisor Designation:	Principal Land Administration

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Prepare letters forwarding documents for processing for 10 parcels of land 40	No. of parcels identified and submitted for processing.		10 40	0	0
Prepare ground reports on 10 parcels of land 10	No. of public land parcels identified			0	0
Requisition for information on 20 parcels of public land - 25	No. of public land parcels identified			0	0
Take minutes in 2 Advocacy/awareness forums Prepare attendance lists 5	Show of minutes.			0	0
Prepare the requisition for office needs 4	No.of requisitions			0	0
Update the register of assets-1	No. of assets updated			0	0
Prepare surrender of imprest for the coordinators signature-100%	Availability of imprest and surrender documentation.			0	0
Take minutes during the meeting for the preparation of the work plan-1	Availability of minutes			0	0
Submit information for input into 4 reports	No.of reports delivered.			0	0
Submit information for input into the annual report	Sending the annual report			0	0
• Set individual targets	Updated Appraisal			0	0
• Complete individual performance appraisal requirements					



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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 set 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

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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VALUES AND STAFF COMPETENCIES APPRAISAL		
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
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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
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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations