



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150387	Staff Name:	Musena Jillo Muzna
ID Number:	30683355	Employee E-mail:	muzna.fatuma@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2016 - 2017
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	04-Tana River County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Nobert Bwire Wangalwa	Immediate Supervisor Designation:	County coordinator
Second Supervisor:	Nobert Wangalwa Bwire	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
Receiving development application	Application Register and files		100	0	100
Receiving and dispatching mails	Delivery book, receipt and dispatch register		98	0	100
Filing	Files, File register		98	0	100
Maintenance of Assets	Assets maintenance Register, Inventory		98	0	100
Monthly update Register of court cases	Update register		85	0	85
Compiling Public Land Inventory	Inventory in place		100	0	100
Total Appraisee Score on Performance Targets				0.00	585.00
Mean Appraisal Scores				0%	97.5%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The agreed Performance targets is met in case the target result is low more effort will be into consideration	The targets are realistic

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



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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	Integrity	Very Good - Upto 100%
Core Competencies	Transparency and Accountability	Good - Between 80% and 99%
Core Competencies	Innovativeness	Good - Between 80% and 99%
Managerial and Supervisory Competence	Accountability in Managing Resources	Good - Between 80% and 99%
Values	Meritocracy	Good - Between 80% and 99%
Values	Confidentiality	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

	Training for skills development required
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STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Record keeping skills	3 months	Office Management Course
Customer care skills	2 months	Public Relation Course
Land Management skills	6 months	Land Management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The training and skills of the specified duration will enable me to have good performance in my day to day activities in the office as a clerical officer if it is considered	The training needs are relevant
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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations