



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140091	Staff Name:	Selina Chepkoros
ID Number:	10383950	Employee E-mail:	selina.chepkoros@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	LV&T	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Evah Wangechi Wamathai Njoroge	Immediate Supervisor Designation:	Principal Valuation and Taxation
Second Supervisor:	Joycelyn Kaaria Makena	Supervisor Designation:	Director Valuation And Taxation

DEPARTMENTAL OBJECTIVES

To undertake compulsory acquisition of land and creation of public rights of way (PRoW) over land for County and National Government projects

To offer advisory services on valuation to National, County Government and Government agencies.

To undertake valuations for determination of SP & AR upon alienation of land & renewal of leases

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
Front office manager	attending to visitors zero complaint	Achieved	Target achieved	100	100
operating office machines	Number of machines working	Achieved.	Target achieved	100	100
Drafting routine correspondences and typing reports and minutes	Number of correspondences, reports and minutes typed	Achieved.	Target achieved	100	100
Handling of classified and open documents	Number of classified and documents opened	Achieved.	Target achieved	100	100
supervising junior staffs	Number of junior staff supervised	Achieved.	Target achieved	100	100
keeping an up-to date diary for my supervisor of all meetings and appointments	Number of meetings and appointments organized	Achieved.	Target achieved	100	100
public relations	Visitors book	Achieved.	Target achieved	100	100
maintain a register	incoming and outgoing register, delivery and dispatch book	Achieved.	Target achieved	100	100
maintain a record of all projects and the valuers handling them	Number of completed and ongoing projects recorded	Achieved.	Target achieved	100	100
Data clean up	number of schedules done	Achieved.	Target achieved	100	100
maintaining filling of all acquisition projects	Number of files maintained	Achieved.	Target achieved	100	100
Data clean up	number of schedules done	Achieved.	Target achieved	100	100



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Total Appraisee Score on Performance Targets		1200.00	1200.00
Mean Appraisal Scores		100%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set were achieved.	The targets were well achieved

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
Front office manager	attending to visitors zero complaint	target not changed	target not changed
operating office machines	Number of machines working	target not changed	target not changed
Drafting routine correspondences and typing reports and minutes	Number of correspondences, reports and minutes typed	target not changed	target not changed
Handling of classified and open documents	Number of classified and documents opened	target not changed	target not changed
supervising junior staffs	Number of junior staff supervised	target not changed	target not changed
keeping an up-to date diary for my supervisor of all meetings and appointments	Number of meetings and appointments organized	target not changed	target not changed
public relations	Visitors book	target not changed	target not changed
maintain a register	incoming and outgoing register, delivery and dispatch book	target not changed	target not changed
maintain a record of all projects and the valuers handling them	Number of completed and ongoing projects recorded	target not changed	target not changed
Data clean up	number of schedules done	target not changed	target not changed
maintaining filling of all acquisition projects	Number of files maintained	target not changed	target not changed
Data clean up	number of schedules done	Target not changed	Target not changed

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
target were not changed	Targets set were never changed.



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VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I handle my work with a lot of professionalism and integrity	The officer conducts herself with integrity and professionalism

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior Management	four weeks	Management Course
Records Management Course	four weeks	Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The above course will help me enhance my day to day work as an office front manager	The Officer requires the above courses to help her progress in her career

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Selina undertakes her duties with diligence and professionalism.	I support the recommendation for senior management & record keeping training.