



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150369	<b>Staff Name:</b>	Nalea Nyaga Rweru
<b>ID Number:</b>	21651054	<b>Employee E-mail:</b>	nalea.nyaga@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2023-2024
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	14-Embu County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Immediate Supervisor
<b>Immediate Supervisor:</b>	Jacinta Gitau Muthoni	<b>Immediate Supervisor Designation:</b>	Deputy Director
<b>Second Supervisor:</b>	Jacinta Gitau Muthoni	<b>Supervisor Designation:</b>	Deputy Director

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Receive 10 applications for Public Institutions and enter into the register	Applications received			0	0
2. Conduct site inspection on 1 parcel of land that has been identified for recovery	Site inspection report			0	0
3. Compile the program for 2 awareness meetings to sensitize stakeholders on the mandate of the Commission.	Number of programs compiled			0	0
4. Prepare a list of office supplies required every 1st day of the month	Number of lists prepared			0	0
5. Identify budget requirements by submitting receipts for items bought to facilitate surrender of imprest.	Imprest surrendered			0	0
6. Attend 1 meeting for the preparation of the County Work Plan	Work plan prepared and submitted			0	0
7. Compile 4 information for quarterly reports	Number of reports compiled			0	0
8. Compile 4 information on items in the annual report.	Number of items compiled			0	0
9. Complete individual performance appraisal requirements.	Comply with stipulated requirements for mid and annual appraisals.			0	0
<b>Total Appraisee Score on Performance Targets</b>				<b>0.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>0%</b>	<b>0%</b>



## INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets were achieved	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
1. Receive 10 applications for Public Institutions and enter into the register	Applications received	No change	On course
2. Conduct site inspection on 1 parcel of land that has been identified for recovery	Site inspection report	Target changed	Conduct site inspection on 3 parcel of land
3. Compile the program for 2 awareness meetings to sensitize stakeholders on the mandate of the Commission.	Number of programs compiled	No change	On course
4. Prepare a list of office supplies required every 1st day of the month	Number of lists prepared	No change	On course
5. Identify budget requirements by submitting receipts for items bought to facilitate surrender of imprest.	Imprest surrendered	No change	On course
6. Attend 1 meeting for the preparation of the County Work Plan	Work plan prepared and submitted	No change	On course
7. Compile 4 information for quarterly reports	Number of reports compiled	No change	On course
8. Compile 4 information on items in the annual report.	Number of items compiled	No change	On course
9. Complete individual performance appraisal requirements.	Comply with stipulated requirements for mid and annual appraisals.	No change	On Course

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS



## INDIVIDUAL APPRAISAL REPORT

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
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	