



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150403	Staff Name:	Consolata Ogambi Achieng
ID Number:	13826843	Employee E-mail:	consolata.achieng@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:	NLC8
Dept/Directorate	LV&T	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Juma Peter Kaunda	Immediate Supervisor Designation:	Chief Valuer
Second Supervisor:	Joycelyn Kaaria Makena	Supervisor Designation:	Director Valuation And Taxation

DEPARTMENTAL OBJECTIVES
Acquiring land on behalf of National and County Governments
Enhance staff training and development
Revenue Generation from Land and Land Based Resources

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Provide administrative services at field activities, seminars and workshops. 2. Appropriate filing both correspondence and project files 3. Receive and screen visitors and guide appropriately 4. Print, scan and collate Committee Packs 5. Serve	1. Flow of activities within directorate and during field activities. 2. properly filled documents. 3. Satisfied/ Well attended visitors. 4. Orderly and Legible committee documents . 5. Attendance and distribution list properly filled	guided customers		120	0
1. Provide training needs 2. Attend training	1. No of training needs submitted 2. No of trainings attended	provided training need		100	0
1. Receiving recording and dispatch files requesting for valuations 2. File valuation reports 3. Provide administrative support 4.. File documentation appropriately	1. Properly filed valuation reports 2. Dispatch done in time	A filed register		100	0
Total Appraisee Score on Performance Targets				320.00	0.00
Mean Appraisal Scores				106.67%	0%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are achievable	This targets are reasonable.

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
	Targets achieved.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Provide administrative services at field activities, seminars and workshops. 2. Appropriate filing both correspondence and project files 3. Receive and screen visitors and guide appropriately 4. Print, scan and collate Committee Packs 5. Serve	1. Flaw of activities within directorate and during field activities. 2. properly filled documents. 3. Satisfied/ Well attended visitors. 4. Orderly and Legible committee documents . 5. Attendance and distribution list properly filled	None	No target added
1. Provide training needs 2. Attend training	1. No of training needs submitted 2. No of trainings attended	None	No target added
1. Receiving recording and dispatch files requesting for valuations 2. File valuation reports 3. Provide administrative support 4.. File documentation appropriately	1. Properly filed valuation reports 2. Dispatch done in time	None	No target added

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
No target changed	The target were achieved; and they did not change.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Managerial and Supervisory Competence	Training and Development	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Able to uphold high standards of integrity in delivering my duties.	The appraisee has a high standard of integrity.



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Records Management	2 weeks	Record management course
Customer Care	2 weeks	Customer care Management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Need training on the above to be able to work more effectively and efficiently.	Needs training.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The Appraiser is a diligent worker and a team player.	The Appraiser would benefit from a Supervisory course.