



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20160463	<b>Staff Name:</b>	Melky Elim Ejore
<b>ID Number:</b>	30306521	<b>Employee E-mail:</b>	melky.elim@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	23-Turkana County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Galgalo Bora Galgalo	<b>Immediate Supervisor Designation:</b>	Administration Officer
<b>Second Supervisor:</b>	Galgalo Bora Galgalo	<b>Supervisor Designation:</b>	Administration Officer

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1.Collection and collation of Land data for: Turkana South,Turkana East & Turkana West	-filled Questionnaires -copy of Questionnaire -Copy of Introduction Letter -Summary of collected data	collated and collected newly acquired data on public land	Data collection was successfully	90	90
2.Attending to clients	-Visitor"s book	attend to clients	attend to client	100	95
3.Write Minutes for Staff meetings	-Minutes	write minutes	minutes written	100	80
4.Writing official communication	Drafted letters,Courier receipts,Scanned soft copies	write official communication	letter were succefully and dispatched	100	95
5.Registration of Land Disputes	-Dispute register -Dispute summary sheet -Copies of documents attached	registered disputes in the dispute register	Disputes were fully registered	100	100
6.Support School Titling Programme under the following sub-counties:Turkana south,Turkana East,Turkana West	-Report of Activities -letters	engagement with director on school titling	meaningful engagement with director on titling school programme	100	100
7.To hold,attend forums/meetings to sensitize public on NLC mandate,service delivery timeliness and commission service charter	-signed attendance list -Activity report -Invitation letters	attended several forums	several forums were in attendance	100	95
8.Writing and compiling report on activities done	-report	write several report	several report were drafted	100	90



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9.Hold,manage,spend and surrender imprest	-imprest report	successfully managed and surrendered	surrender of imprest were not surrender on time	100	65
10.Ensure proper filing system on daily basis	-Files	files successfully arranged and retrieved	successfully arranged of files of offices document	100	95
11.Entry,filing,maintenance and retrieval of data,information,documents and letters	Files,electronic database,summary of data,report	data and information successfully entered and retrieved	Data and information successfully entered and captured	100	85
12.Receiving and dispatching packages,documents and letters	-Dispatch book -Courier letters	documents successfully dispatched		100	0
<b>Total Appraisee Score on Performance Targets</b>				<b>1190.00</b>	<b>990.00</b>
<b>Mean Appraisal Scores</b>				<b>99.17%</b>	<b>82.5%</b>

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
most of the targets were realistic and achievable except for financial constraints to execute the targets	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1.Collection and collation of Land data for: Turkana South,Turkana East & Turkana WEst	-filled Questionnaires -copy of Questionnaire -Copy of Introduction Letter -Summary of collected data	no target changed	no remarks
2.Attending to clients	-Visitor"s book	no target changed	in concurrence
3.Write Minutes for Staff meetings	-Minutes	no target changed	no remarks
4.Writing official communication	Drafted letters,Courier receipts,Scanned soft copies	no target changed	no remarks



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5.Registration of Land Disputes	-Dispute register -Dispute summary sheet -Copies of documents attached	no target changed	in concurrence
6.Support School Titling Programme under the following sub-counties:Turkana south,Turkana East,Turkana West	-Report of Activities -letters	no target changed	no remarks
7.To hold,attend forums/meetings to sensitize public on NLC mandate,service delivery timeliness and commission service charter	-signed attendance list -Activity report -Invitation letters	no target changed	no remarks
8.Writing and compiling report on activities done	-report	no target changed	no remarks
9.Hold,manage,spend and surrender imprest	-imprest report	no target changed	no remarks
10.Ensure proper filing system on daily basis	-Files	no target changed	no remarks
11.Entry,filing,maintenance and retrieval of data,information,documents and letters	Files,electronic database,summary of data,report	no target changed	in concurrence
12.Receiving and dispatching packages,documents and letters	-Dispatch book -Courier letters	no target changed	in concurrence

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
targets are clear and achievable	Agreeable

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Values	Fairness	-1
Core Competencies	Rule of Law	-1
Core Competencies	Professionalism	-1
Managerial and Supervisory Competence	Planning and Organizing	-1

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Needs mentorship and training for enhanced competency	Melky scored at level of very good in all cluster criteria above.



## INDIVIDUAL APPRAISAL REPORT

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
personal development	3 weeks	personal management
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
no comments		He required training in the above area to performed effectively.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	