



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140078	Staff Name:	Janet Njoroge Wanjiku
ID Number:	13427021	Employee E-mail:	janet.njoroge@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	HLI	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Robert Nyaga Gitonga	Immediate Supervisor Designation:	Principal Land Administration Officer
Second Supervisor:	Robert Nyaga Gitonga	Supervisor Designation:	Principal Land Administration Officer

DEPARTMENTAL OBJECTIVES
Hear and determine historical land injustices
Strengthen records management system of HLI data
Increase awareness and collaboration on HLI matters

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Update HLI Register (500)	Updated Register			105	0
Preparation of venues and materials for investigative Hearings (100)	Venues prepared and materials provided			0	0
Typing letters of service (100)	Letters typed			0	0
Receiving and assisting members of the public following up on claims (100)	Members of public assisted			0	0
Supervision of office cleaning and requisition of stationery (daily basis)	Clean office and stationery provided			0	0
Preparation of venues and materials for investigative hearings and registration of parties (100)	venues and materials availed			0	0
Total Appraisee Score on Performance Targets				105.00	0.00
Mean Appraisal Scores				17.5%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are achievable by the end of financial year 2022/2023	Targets are achievable by the end of financial year 2022/2023



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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
Update HLI Register (500)	Updated Register	Target not changed	On course
Preparation of venues and materials for investigative Hearings (100)	Venues prepared and materials provided	Target not changed	On course
Typing letters of service (100)	Letters typed	Target not Changed	On course
Receiving and assisting members of the public following up on claims (100)	Members of public assisted	Target not changed	On course
Supervision of office cleaning and requisition of stationery (daily basis)	Clean office and stationery provided	Target not changed	on course
Preparation of venues and materials for investigative hearings and registration of parties (100)	venues and materials availed	Target not changed	on course

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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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
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I am dedicated to giving first class service to our clients and I accomplish all my assignments in a timely manner	
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STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Public relations and Customer Care	3 weeks	customer care management
Management Course for Office Administrators	3 weeks	supervisory management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations