



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150420	Staff Name:	James Mokogi Nyachieo
ID Number:	29004236	Employee E-mail:	james.mokogi@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2024-2025
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	46-Nyamira County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Henry Ondara	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:		Supervisor Designation:	

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
General clerical work-record keeping,filling,photocopy and reception	files and records			0	0
Drafting minutes of staff monthly meetings	minutes			0	0
Drafting letters and correspondences	file correspondences			0	0
maintenance of commission assets	assets register in place			0	0
preparation of quarterly and annual reports	Reports filed			0	0
Tracking of incoming/outgoing mails	Incoming/outgoing mail register delivery book			0	0
customer service-attending to clients on daily basis	Daily attendance register visitors book			0	0
opening /closing of offices	Duty roster			0	0
updating court cases register	update court cases register			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
the set targets are achievable	



INDIVIDUAL APPRAISAL REPORT

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

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
--------------------------------	---

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
integrity is key in discharging my duties	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer care	2weeks	customer care
Records management	2weeks	Records management
Land management and adminstration	4weeks	Adminstration course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
the training will equip me with more knowledge and skills in delivery of service	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations