



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150120	<b>Staff Name:</b>	Consolata Nyambura Ng'ang'a
<b>ID Number:</b>	5215442	<b>Employee E-mail:</b>	consolata.nganga@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<b>Terms of Service:</b>	Contract	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	LAM	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Zachary Ndege Msongo	<b>Immediate Supervisor Designation:</b>	Chief Land Administration Offi
<b>Second Supervisor:</b>	Zachary Ndege Msongo	<b>Supervisor Designation:</b>	Chief Land Administration Offi

### DEPARTMENTAL OBJECTIVES

To secure public institutions land

To enhance access to alienated and unalienated

To regularize urban land allocations

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Retrieval and documenting incoming and outgoing correspondence files	a well kept and maintained register	a well kept and maintained register	a well kept and maintained register	100	100
Typing of 40 memos for renewal and extension of lease	no of memos typed	300 memos for renewal and extension of lease typed	300 memos for renewal and extension of lease typed	150	100
Typing of allotment letters	no of allotment letters typed and forwarded to the boss for signature	300 Letters of allotment prepared and issued	300 Letters of allotment prepared and issued	140	100
Receiving, filing and dispatch of incoming and outgoing mails	a well kept register	a well kept register	a well kept register	100	100
<b>Total Appraiser Score on Performance Targets</b>				<b>490.00</b>	<b>400.00</b>
<b>Mean Appraisal Scores</b>				<b>122.5%</b>	<b>100%</b>

### APPRAISEE'S COMMENTS ON TARGET SETTING

targets were discussed and are achievable

### IMMEDIATE SUPERVISOR'S ON TARGET SETTING

targets were discussed and are achievable



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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
i have surpassed my set targets	The officer has achieved exceedingly well

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Retrieval and documenting incoming and outgoing correspondence files	a well kept and maintained register	target not changed	ongoing
Typing of 40 memos for renewal and extension of lease	no of memos typed	target not changed	30 memos typed.
Typing of allotment letters	no of allotment letters typed and forwarded to the boss for signature	target not changed	60 allotments typed
Receiving, filing and dispatch of incoming and outgoing mails	a well kept register	target not changed	continous process

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
targets to be achieved by end of 2021/2022 financial year	targets are achievable by end of financial year

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%
Core Competencies	Professionalism	Excellent - Higher Than 100%
Core Competencies	Efficiency	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
efficient and transparent	The officer is very professional and accountable in carrying out duties assigned to him.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer Care Skills.	1 month	Customer Care Skills.

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
this training will go along way in helping me carry out my duties	I recommend this training.



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
staff performed well	i recommend the training