



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210662	<b>Staff Name:</b>	Lorah Kemboi Jeptepkeny
<b>ID Number:</b>	26992511	<b>Employee E-mail:</b>	lorah.kemboi@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2023-2024
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	32-Nakuru County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Appraisee
<b>Immediate Supervisor:</b>	Frank Kibelekenya Kosiom	<b>Immediate Supervisor Designation:</b>	COUNTY COORDINATOR
<b>Second Supervisor:</b>	Frank Kibelekenya Kosiom	<b>Supervisor Designation:</b>	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES
1.To facilitate resolution of dispute and conflicts on land and land based resources
2.To enhance secure storage, access and retrieval of public land information
3.To facilitate access and use of land for socio-economic environmental sustainability
4.To create awareness through advocacy, coordination and information dissemination on the roles of Nlc

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
ASSISTING THE COUTNY COORDINATOR IN TAKING MINUTES IN ALL RELEVANT MEETINGS.	NO. OF MINUTES PREPARED.			0	0
FASILITATE PROVISION OF THE GENERAL OFFICE SUPPLIES INCLUDING OFFICE EQUIPMENTS AND STATIONERIES.	NO. OF REQUISITION MADE.			0	0
ASSISTING THE COUNTY COORDINATOR IN UNDERTAKING DUTIES IN ALL COMMISSSION FUNCTIONAL AREAS LIKE PROPER FILING.	NO. OF FILES DONE.			0	0
RESPONDING TO ALL QUERIES FROM CLIENTS AND INCOMING WORK REQUEST.	NO. OF QUERRIS RESPONDED			0	0
ATTENDING TO SUMMONS MEETINGS.	NO OF SUMMONS DONE.			0	0
<b>Total Appraisee Score on Performance Targets</b>				<b>0.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>0%</b>	<b>0%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
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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
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### MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
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### 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
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### APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Office Management and Effective Administrative Skills	2 weeks	MANAGEMENT

### APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

### IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

IF ALLOWED I WOULD WISH TO PASUE THE ABOVE COURSES.

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
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