



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|------------------------------------------|-----------------------------------|
| Staff Number: | NLC20210654 | Staff Name: | Nigel Nyangau Joseph |
| ID Number: | 33354015 | Employee E-mail: | nigel.joseph@landcommission.go.ke |
| Appraisal Type: | ANNUAL FINANCIAL YEAR | Appraisal Period: | 2021-2022 |
| Terms of Service: | Permanent and Pensionable | Gender: | Male |
| Work Station | 47-Nairobi City County | Job Grade: | NLC7 |
| Dept/Directorate | CCO | Appraisal Status | Approved/Closed/HR |
| Immediate Supervisor: | Wilkister Jeridah Meso | Immediate Supervisor Designation: | Senior Executive Secretary |
| Second Supervisor: | Samuel Mwenje Nthuni | Supervisor Designation: | Deputy Director |

| DEPARTMENTAL OBJECTIVES |
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| Effective cost management and efficient internal control systems |
| Ensure efficient and effective administration services |
| Enhanced efficiency in Commission services |

| AGREED PERFORMANCE TARGETS | | | | | |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------|--------------------------------|--------------------|---------------|
| Agreed Performance Target | Performance Indicator | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
| Creation of a tracking correspondence file for outgoing mails. | File Availability. | 100 | Target achieved | 100 | 100 |
| Ensuring the office is well equipped with supplies and stationery. | Requisition and restocking. | 100 | Target achieved | 101 | 100 |
| Increase workplace Organization by researching on efficient ways of sorting files and data. | Arrangement and storage of files in the office. | 90 | Target achieved | 90 | 100 |
| Prioritization of work/tasks. | Delivery timeline of letters/memos in various directorates. | 101 | Target achieved | 101 | 100 |
| Creation of a tracking correspondence file for outgoing mails. | File Availability. | | Target achieved | 0 | 100 |
| Total Appraisee Score on Performance Targets | | | | 392.00 | 500.00 |
| Mean Appraisal Scores | | | | 78.4% | 100% |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|-------------------------------------------------------------------|------------------------------------------|
| Achievable goals that will ensure continuous learning and growth. | The targets set were SMART |



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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 |
| Creation of a tracking correspondence file for outgoing mails. | File Availability. | None | Target not changed |
| Ensuring the office is well equipped with supplies and stationery. | Requisition and restocking. | none | Target not changed |
| Increase workplace Organization by researching on efficient ways of sorting files and data. | Arrangement and storage of files in the office. | none | Target not changed |
| Prioritization of work/tasks. | Delivery timeline of letters/memos in various directorates. | none | Target not changed |

| MID YEAR APPRAISEES'S COMMENTS | MID YEAR IMMEDIATE SUPERVISORS COMMENTS |
|-------------------------------------------------------------------|-----------------------------------------|
| Achievable goals that will ensure continuous learning and growth. | The targets have not changed |

| 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 |
|------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Carrying out work activities in the right way to ensure productivity and accomplishment. | |

| STAFF TRAINING AND DEVELOPMENT NEEDS | | |
|--------------------------------------|----------|------------------------------|
| Training & Development Needs | Duration | Type of Training |
| Leadership skills | 3 weeks | Leadership Management Course |

| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS |
|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| For development of skills and knowledge in building good relations, effective communication, Increased efficiency and workplace productivity. | |

| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS |
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| Second Supervisor Comments | Second Supervisor Recommendations |
|------------------------------|---------------------------------------------------------------------------------------------------------|
| The officer met expectation. | The officer has the necessary qualification for the job but continuous career development is necessary. |