



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210642	Staff Name:	Joan Koech Jebet
ID Number:	34198132	Employee E-mail:	joan.jebet@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	LV&T	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	John Kirombe Iolkitekui	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	John Kirombe Iolkitekui	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
proper filling and maintenance of office records	file register in place	160	100	160	150
Establishment of Asset Register	asset register	105	100	105	120
proper maintenance of commission assets	assets maintenance register in place	100	150	100	160
prepare minutes for monthly staff meeting	minutes in place	150	150	150	150
participate in county engagement meetings	minutes and report file	120	130	120	150
conducting ground status report for various sites	report file	100	130	100	140
facilitate provision of general office supplies i.e tea,water,stationary	availability of office supplies in place	150	150	150	150
ensure communication systems in county office are functional i.e computer ,internet	availability of network system in place	190	190	190	190
ensure high standards of office hygiene are maintained in the county office	availability of cleaning materials	200	160	200	160
Total Appraisee Score on Performance Targets				1275.00	1370.00
Mean Appraisal Scores				141.67%	152.22%

APPRAISEE'S COMMENTS ON TARGET SETTING

Targets well set

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Officer performed well and achieved all the targets as expected.



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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
Performance well achieved,no factor hindered my performance	Excellent performance was demonstrated by the employee.No factor hindered performance.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
proper filling and maintenance of office records	file register in place	Target not changed	File register in place
Establishment of Asset Register	asset register	Target not changed	Asset register in place
proper maintenance of commission assets	assets maintenance register in place	Target not changed	Assets register in place
prepare minutes for monthly staff meeting	minutes in place	Target not changed	Minutes in place
participate in county engagement meetings	minutes and report file	Target not changed	Minutes and reports in place
conducting ground status report for various sites	report file	Target not changed	Reports in place
facilitate provision of general office supplies i.e tea,water,stationary	availability of office supplies in place	Target not changed	Consumables register in place
ensure communication systems in county office are functional i.e computer ,internet	availability of network system in place	Target not changed	Computers and internet are operational and in good condition
ensure high standards of office hygiene are maintained in the county office	availability of cleaning materials	Target not changed	Cleaning materials available

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
	Targets well achieved

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Integrity	Very Good - Upto 100%
Managerial and Supervisory Competence	Promoting use of Information Technology	Excellent - Higher Than 100%



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Am able to the task and I can perform my duties diligently as required by the law	The employee demonstrates high level of integrity and professionalism

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
supervisory skills	2 weeks	supervisory management course
management skills	3 months	senior management course
management skills	3 months	senior management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
looking forward to a placement at Kenya school of government	A Candidate for Supervisory management course at Ksg

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Officer performed his duties diligently	The officer needs training for efficient and effective service delivery to the general public