



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20140091	<b>Staff Name:</b>	Selina Chepkoros
<b>ID Number:</b>	10383950	<b>Employee E-mail:</b>	selina.chepkoros@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC6
<b>Dept/Directorate</b>	LV&T	<b>Appraisal Status</b>	Immediate Supervisor Reviewed
<b>Immediate Supervisor:</b>	Dorah Buyaki Ongaga	<b>Immediate Supervisor Designation:</b>	Principal Valuation and Taxation
<b>Second Supervisor:</b>	Joycelyn Kaaria Makena	<b>Supervisor Designation:</b>	Director Valuation And Taxation

### DEPARTMENTAL OBJECTIVES

1. Avail land through compulsory acquisition
2. To strengthen human resources capacity

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
Oversee records management	registers, number of records done			0	0
make travel arrangements	Number of trips			0	0
maintain daily files	number of files			0	0
Print, scan and collate committee packs	number of requests			0	0
Attend to customer/PAP Enquiries	number of customers/PAP			0	0
Draft routine correspondence	number of correspondence			0	0
Prepare workshop report	number of report			0	0
Typing memos, Reports, letters and minutes with accuracy and efficiency on daily basis	number of memos, reports, letters and minutes			0	0
Handling of internal and external customers/clients, receiving/making calls to both internal and external customers/clients	number of visitors attended to/visitors book			0	0
provide administrative services at field activities, seminars and workshops	attendance registers, number of seminars and workshops			0	0
organize meeting venues and refreshments	number of meetings			0	0
supervise juniors	Number of staff supervised			0	0



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Assist clean up the data, retrieve and maintain filing for all acquisition and records keeping	Number of project files generated			0	0
maintaining records of all the projects and valuer handling those projects	Report, memos			0	0
handling of petty cash	Temporary imprest			0	0
safety of records and office equipment	registers, lockable cabinet , number of equipments			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

### 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
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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

Enhance my skills

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
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### APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

### IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

enhance managerial skills

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations