



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150262	<b>Staff Name:</b>	Janet Misiga Kerubo
<b>ID Number:</b>	27877731	<b>Employee E-mail:</b>	janet.misiga@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>	19-Nyeri County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Joyce Njeri Kinyanjui	<b>Immediate Supervisor Designation:</b>	COUNTY COORDINATOR
<b>Second Supervisor:</b>	Joyce Kinyanjui N.	<b>Supervisor Designation:</b>	COUNTY COORDINATOR

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
-To participate in the collection of data -To verify documents from colonial villages -To confirm list of records/details	-File updated -Rims, photos, invitation letters, reports	Ngorano village 108 parcels	140	100	150
-To receive, sort, file, obtain data for 10 no. of applications on renewal of lease, 10 no. of extension of lease and 4 no. of application of land exchange	-File opened/updated -Search and maps obtained -Draft report	applications and planning brief received (20)	110	100	200
-To update Nyeri public land inventory	-File updated	Sagana-Marwa road 80	140	100	200
-To physically check on the assets in the office. -To prepare status report for the asset in the office.	-Update list of asset register -Status report of assets	Daily (working days)	130	100	200
Receive undocumented application from churches,school and un-surveyed parcels 1st July to 30th June	-Received applications -Conducted searches -Conducted site visits verification -Provide maps,rin,pdps	Received as presented to the office	130	100	200
<b>Total Appraisee Score on Performance Targets</b>				<b>500.00</b>	<b>950.00</b>
<b>Mean Appraisal Scores</b>				<b>100%</b>	<b>190%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets achievable	Targets remain the same. Kindly do your Mid year Review



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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
The set targets were achieved.	

### MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
-To participate in the collection of data -To verify documents from colonial villages -To confirm list of records/details	-File updated -Rims, photos, invitation letters, reports	Target not changed	Target achieved
-To receive, sort, file, obtain data for 10 no. of applications on renewal of lease, 10 no. of extension of lease and 4 no. of application of land exchange	-File opened/updated -Search and maps obtained -Draft report	Target not changed	target achieved
-To update Nyeri public land inventory	-File updated	Target not changed	Target achieved
-To physically check on the assets in the office. -To prepare status report for the asset in the office.	-Update list of asset register -Status report of assets	Target not changed	Target achieved
Receive undocumented application from churches,school and un-surveyed parcels 1st July to 30th June	-Received applications -Conducted searches -Conducted site visits verification -Provide maps,rin,pdps	Target not changed	Target achieved

### MID YEAR APPRAISEES'S COMMENTS

Target set achieved

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Reviewed at Mid year 2023-2024

### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Promoting use of Information Technology	Excellent - Higher Than 100%
Values	Respect for National /Gender Diversity	Excellent - Higher Than 100%



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I performed my duties with integrity.		The appraisee observed the rule of law and maintained high level integrity in FY 2023-2024

  

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Microsoft Certified System Engineer (MCSE)	one month	Information Technology course
cyber security	one month	Information Technology course

  

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will help me perform better	I recommend trained on requested needs by the appraisee upon availability of funds

  

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The appraisee overall performance very recommendable in the year 2023-2024	I recommend training on requested areas upon availability of funds in the next financial year