



## INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS             |                           |  |                                    |
|------------------------------|---------------------------|--|------------------------------------|
| <b>Staff Number:</b>         | NLC20150244               | <b>Staff Name:</b>                       | Bokayo Wario Halakhe               |
| <b>ID Number:</b>            | 30536273                  | <b>Employee E-mail:</b>                  | bokayo.halake@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>                        | NLC8                               |
| <b>Dept/Directorate</b>      | CCO                       | <b>Appraisal Status</b>                  | Immediate Supervisor Reviewed      |
| <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 access and use of land for socio-economic environmental sustainability
2. To create awareness through advocacy, coordination and information dissemination on the roles of NLC
- 3.To enhance secure storage,access and retrieval of public land information
4. To facilitate resolution of dispute and conflicts on land and land based resources

### AGREED PERFORMANCE TARGETS

| Agreed Performance Target  | Performance Indicator               | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
|--|-------------------------------------|------------------|--------------------------------|--------------------|---------------|
| 1.Reviewing files and records to answer request for information and maintaining filing system                          | Files                               |                  |                                | 0                  | 0             |
| 2. Compiling of reports e.g quarterly and site visit reports.  | Reports                             |                  |                                | 0                  | 0             |
| 3. Taking and distributing messages  | Letters and record of delivery book |                  |                                | 0                  | 0             |
| 4.Handling inquiries from the clients and incoming work requests.  | Visitors book                       |                  |                                | 0                  | 0             |
| 5. Assist the county coordinator in conducting public awareness on the mandates and roles of National Land Commission. | Minutes and photos                  |                  |                                | 0                  | 0             |
| 6. Taking minutes on attended meetings   | Minutes                             |                  |                                | 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>     |



## INDIVIDUAL APPRAISAL REPORT

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|--|--|
| Target set are SMART and achievable.   |  |

| 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                                     |
|--|-------------------------------------|-------------------------|---|
| 1.Reviewing files and records to answer request for information and maintaining filing system                          | Files                               | Target added            | More than 20 files opened                   |
| 2. Compiling of reports e.g quarterly and site visit reports.  | Reports                             | Target added            | Site reports and quartely reports prepared. |
| 3. Taking and distributing messages  | Letters and record of delivery book | Target added            | Record maintained and up to date            |
| 4.Handling inquiries from the clients and incoming work requests.  | Visitors book                       | Target added            | Clients dealt with ethically                |
| 5. Assist the county coordinator in conducting public awareness on the mandates and roles of National Land Commission. | Minutes and photos                  | Target added            | No awareness held so far                    |
| 6. Taking minutes on attended meetings   | Minutes                             | Target added            | minutes in place                            |

| MID YEAR APPRAISEES'S COMMENTS | MID YEAR IMMEDIATE SUPERVISORS COMMENTS |
|--------------------------------|---|
| Targets set achieved half way  | Very good                               |

### 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 |
|---|--|
|---|--|

### STAFF TRAINING AND DEVELOPMENT NEEDS

| Training & Development Needs | Duration | Type of Training |
|------------------------------|----------|------------------|
|------------------------------|----------|------------------|



## INDIVIDUAL APPRAISAL REPORT

| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS |
|--|---|
| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS       |   |
| Second Supervisor Comments                           | Second Supervisor Recommendations                             |
|  |   |