



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150367	Staff Name:	Caroline Wanja Grace
ID Number:	21940788	Employee E-mail:	caroline.wanja@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	14-Embu County	Job Grade:	NLC9
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Jacinta Gitau Muthoni	Immediate Supervisor Designation:	Principal Land Administration
Second Supervisor:	Jacinta Gitau Muthoni	Supervisor Designation:	Principal Land Administration

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Compiling and filing documentation on five parcels of public land, Dispatching five forwarding letters	1. Number of letters dispatched	Filed documentation for 15 parcels of land	File documentation on 5 parcels of land	200	100
2. Open files for applications for renewal/extension of lease Dispatch 5 circulation letters	2. Number of circulation letters dispatched.	Dispatched circulation letters for 2 parcels of land	Dispatch letters and compile documents for 5 applications for renewal of lease	40	100
3. Retrieve the register for public land for the entry of 5 parcels of land	3. Number of parcels of land entered.	Entered details of 10 parcel of land in the register	Enter details of 5 parcels of land in the public land register	200	100
4. Prepare and arrange the venue for 2 advocacy/awareness meetings Distribute material for use during meetings	4. Number of meetings prepared for.	Prepare the venue for 4 meetings	Prepare venue for two meetings	200	100
5. Print and dispatch 4 requisitions for office supplies	5. Number of requisitions dispatched.	Printed 5 requisitions	Print and file Four requisitions for supplies, fittings and essentials	125	100



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6. Retrieve the register of assets for purposes of updating 1 items received	6.updated register	Maintain1 register of assets	Retrieve the register for assets every time it is required	100	100
7. Identify budget requirements by submitting receipts for items bought to facilitate surrender of imprest received	7.Imprest surrendered	Print list of items on which expense has been incurred to facilitate surrender of imprest received	Contribute towards surrender of imprest by a 100%	100	100
8. Attend 1 meeting for the preparation of the work plan	8. Number of meetings attended	Attended 1 meeting for preparation of the workplan	Attend 1 meeting for the preparation of the work plan	100	100
9. Retrieve information for input into 4 reports	9. Number of reports generated.	Printed 5 reports	Retrieve information for preparation of 4 quarterly reports	125	100
10. Retrieve information for input into the annual report	10.Annual report prepared	Retrieve information for 1 annual report	Retrieve information for preparing of the annual report	100	100
11. Set individual targets , Complete individual performance appraisal requirements	11. Comply with requirements of mid and annual appraisal	Complied with stipulated requirements for mid and annual appraisal	Participate fully in all components appertaining to the appraisal	100	100
Total Appraisee Score on Performance Targets				1390.00	1100.00
Mean Appraisal Scores				126.36%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set have been achieved. Applications for renewal of lease have been very few. Target to be reviewed and awareness campaign in regard to this function to be undertaken by the Commission	Targets set were achieved. We need to review the target on renewal of lease by conducting an awareness campaign for leaseholders



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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
I have done my best this year. We have a challenge in the number of applications received for renewal of lease. The county office has not ben facilitated with funds to hold awareness campaigns	Carol has performed very well. The low score on renewal of lease applies to all of us

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Compiling and filing documentation on five parcels of public land, Dispatching five forwarding letters	1. Number of letters dispatched	No Change	On course
2. Open files for applications for renewal/extension of lease Dispatch 5 circulation letters	2. Number of circulation letters dispatched.	No change	On course
3. Retrieve the register for public land for the entry of 5 parcels of land	3. Number of parcels of land entered.	No change	On course
4. Prepare and arrange the venue for 2 advocacy/awareness meetings Distribute material for use during meetings	4. Number of meetings prepared for.	No change	On course
5. Print and dispatch 4 requisitions for office supplies	5. Number of requisitions dispatched.	No change	On course
6. Retrieve the register of assets for purposes of updating 1 items received	6.updated register	No change	On course
7. Identify budget requirements by submitting receipts for items bought to facilitate surrender of imprest received	7.Imprest surrendered	No change	On course
8. Attend 1 meeting for the preparation of the work plan	8. Number of meetings attended	No change	On course
9. Retrieve information for input into 4 reports	9. Number of reports generated.	No change	On course
10. Retrieve information for input into the annual report	10.Annual report prepared	No change	On course



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11. Set individual targets , Complete individual performance appraisal requirements	11. Comply with requirements of mid and annual appraisal	No change	On course
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MID YEAR APPRAISEES'S COMMENTS

Targets have not changed

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Please work towards achieving more than 100%

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Excellent - Higher Than 100%
Core Competencies	Integrity	Very Good - Upto 100%
Core Competencies	Efficiency	Excellent - Higher Than 100%
Core Competencies	Transparency and Accountability	Very Good - Upto 100%
Values	Respect for National /Gender Diversity	Excellent - Higher Than 100%
Values	Fairness	Excellent - Higher Than 100%
Values	Confidentiality	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Planning and Organizing	Very Good - Upto 100%
Managerial and Supervisory Competence	Judgement and Objectivity	Very Good - Upto 100%
Core Competencies	Innovativeness	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

I perform my duties to the best of my abilities. I exercise utmost caution especially being a public office, the rule of law is our guide.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

Carol performs her work with diligence and does not require any supervision

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Customer care course	1 month	customer care management
Customer care course	1 month	customer care management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

I look forward to being facilitated to undertake this course

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Customer care skills course is appropriate

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments

Second Supervisor Recommendations



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Ver good performance .Keep it up

The courses the officer has requested should be facilitated