



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210662	<b>Staff Name:</b>	Lorah Kemboi Jeptepkeny
<b>ID Number:</b>	26992511	<b>Employee E-mail:</b>	lorah.kemboi@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>	32-Nakuru County	<b>Job Grade:</b>	NLC7
<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
to facilitate resolution of dispute and conflicts on land and land based resources
to enhance secure storage ,access and retrieval of public land information
To facilitate access and use of land for socio-economic environmental sustainability
To create awareness through advocacy, coordination and information dissemination on the roles of Nlc

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
writing quarterly report	number of reports	4 reports prepared	4	180	200
Assisting the county coordinator in taking minutes in all relevant meeting	NUMBER OF MINUTES PREPARED	10 number of minutes prepared	16	175	180
FACILITATE PROVISION OF GENERAL OFFICE SUPPLIES INCLUDING OFFICE EQUIPMENTS, STATIONERY	NUMBER OF REQUISITION MADE	requisitions made.	Part of the requisition acquired	150	165
SUPPORT THE COUNTY COORDINATOR IN MANAGEMENT OF HUMAN RESOURCE AND FINANCIAL MATTER	NUMBER OF IMPREST SURRENDERED	imprest surrendered	90 %	190	180
ASSISTING THE COUNTY COORDINATOR IN UNDERTAKING DUTIES IN ALL COMMISSION FUNCTIONAL AREAS LIKE PROPER FILLING	NUMBER OF FILES	10 number of files	19	190	180
taking and distributing messages	number of letters	20 letters distributed	25	188	190



## INDIVIDUAL APPRAISAL REPORT

responding to all inquiries from clients and incoming work request	number of inquiries responded	5 inquiries responded	15	175	170
<b>Total Appraisee Score on Performance Targets</b>				<b>1248.00</b>	<b>1265.00</b>
<b>Mean Appraisal Scores</b>				<b>178.29%</b>	<b>180.71%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
THE TARGET SET IS ACHIEVABLE	Targets set achieved.

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 always challenged myself to become a better performer every day.	She has shown a strong work ethic

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
writing quarterly report	number of reports	target maintained.	all report prepared and submitted on time.
Assisting the county coordinator in taking minutes in all relevant meeting	NUMBER OF MINUTES PREPARED	target added..	all minutes prepared and filed.
FACILITATE PROVISION OF GENERAL OFFICE SUPPLIES INCLUDING OFFICE EQUIPMENTS, STATIONERY	NUMBER OF REQUISITION MADE	target maintained.	requisition was made and submitted.
SUPPORT THE COUNTY COORDINATOR IN MANAGEMENT OF HUMAN RESOURCE AND FINANCIAL MATTER	NUMBER OF IMPREST SURRENDERED	target maintained.	Imprest was surrendered on time.
ASSISTING THE COUNTY COORDINATOR IN UNDERTAKING DUTIES IN ALL COMMISSION FUNCTIONAL AREAS LIKE PROPER FILLING	NUMBER OF FILES	target added	files well maintained.
taking and distributing messages	number of letters	target added	done
responding to all inquiries from clients and incoming work request	number of inquiries responded	target added	visitors book in place



## INDIVIDUAL APPRAISAL REPORT

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
almost hitting the set target	Target set seems achievable.

### 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
I have an excellent work ethic and an engaging personality .	She is person of a higher integrity.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATIVE SKILLS	2 weeks	MANAGEMENT
PROJECT MANAGEMENT	2 weeks	MANAGEMENT
STRATEGIC PLANNING AND SCHEDULING SKILLS	2 weeks	MANAGEMENT

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
request for consideration in the above training 's when chance is available.	More empowerment required

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations