



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210642	Staff Name:	Joan Koech Jebet
ID Number:	34198132	Employee E-mail:	joan.jebet@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	LV&T	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	John Kirombe Iolkitekui	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	John Kirombe Iolkitekui	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
conducting ground status report for various field visits	ground status reports	2 ground status reports done.	100	100	180
prepare quarterly reports	reports file in place	4 reports in place.	100	100	150
prepare minutes for monthly staff meeting	minutes in place	meeting minutes are in place.	99	90	150
prepare minutes for monthly staff meeting	minutes in place	meeting minutes are in place.	101	98	140
ensure communications systems are fuctional i.e internet,computers	network system in place	communication network systems are functional.	100	100	150
facilitate provision of office supplies i.e Tea,Water,Stationery.	availability of office supplies in place	office supplies were available.	95	90	180
Tea imprest surrender	imprest surrender file in place	imprest surrendered	100	100	136
Establishment of Asset register.	File register in place.	Asset register established and in good condition.	101	100	131
Maintenance of commission assets	asset register in place.	assets well mantained.	98	100	170



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participate in County engagement meetings.	minutes and report file	attended 2 county meetings.	90	100	139
Total Appraisee Score on Performance Targets				978.00	1526.00
Mean Appraisal Scores				97.8%	152.6%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets well set	Target well set by appraisee

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 achieved my targets to the best of my abilities.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
conducting ground status report for various field visits	ground status reports	no target added nor changed	targets achieved
prepare quarterly reports	reports file in place	no targets added nor changed	targets changed
prepare minutes for monthly staff meeting	minutes in place	No targets added nor Changed	targets well achieved
prepare minutes for monthly staff meeting	minutes in place	No targets added nor changed	Targets well achieved.
ensure communications systems are fuctional i.e internet,computers	network system in place	No targets added nor changed	targets achieved
facilitate provision of office supplies i.e Tea,Water,Stationery.	availability of office supplies in place	No targets added nor changed	Targets well achieved
Tea imprest surrender	imprest surrender file in place	No targets added nor changed	Targets achieved.
Establishment of Asset register.	File register in place.	No Targets added nor changed.	Targets achieved.
Maintenance of commission assets	asset register in place.	No Targets added nor Changed.	targets achieved.
participate in County engagement meetings.	minutes and report file	No Targets added nor changed.	Targets achieved.



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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
targets well achieved.	

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Managerial and Supervisory Competence	Promoting use of Information Technology	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
	The appraisee used information technology to enhance performance

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
supervisory skill.	2 weeks.	supervisory management course.

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I would like to attend the above training.	The candidate need training on supervisory skills from KSG

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The appraisee performance was very Good	Need training on Supervisory skills from KSG