



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20140078	<b>Staff Name:</b>	Janet Njoroge Wanjiku
<b>ID Number:</b>	13427021	<b>Employee E-mail:</b>	janet.njoroge@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>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	HLI	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Mercy Njamwea Muthoni	<b>Immediate Supervisor Designation:</b>	Director
<b>Second Supervisor:</b>	Mercy Njamwea Muthoni	<b>Supervisor Designation:</b>	Director

DEPARTMENTAL OBJECTIVES
Hear and determine historical land injustices
Strengthen records management system of HLI data
Increase awareness and collaboration on HLI matters

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Updating of HLI claims register (500)	Number of claims keyed in the database	600 claims keyed in	600 claims keyed in	120	120
Preparation of venues and materials for investigative hearings and registration of parties (100)	No of hearings held and parties registered	venues and materials prepared on time	venues and materials prepared on time	100	100
Typing of proceedings (100)	reports typed	130 reports typed	130 reports typed	100	100
Typing of letters and memos (20)	Letters and memos typed	30 memos typed	30 memos typed	110	110
Receiving, recording and dispatching both incoming and outgoing mails and emails (100)	A well kept register for both incoming and outgoing mails	A well kept register for both incoming and outgoing mails	A well kept register for both incoming and outgoing mails	100	100
Receiving and assisting members of the public following up on claims (130)	Members of the public attended to	150 members of public attended to	150 members of public attended to	100	100



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Supervision of office cleaning and requisition of stationery (on daily basis)	Clean office and stationery availed as needed	Clean office and stationery availed as needed	Clean office and stationery availed as needed	100	100
<b>Total Appraiser Score on Performance Targets</b>				<b>730.00</b>	<b>730.00</b>
<b>Mean Appraisal Scores</b>				<b>104.29%</b>	<b>104.29%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are achievable by the end of financial year 2022/2023	Targets are achievable by the end of financial year 2022/2023

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 achieved all my targets for 2022/2023 financial year	Targets well met

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Updating of HLI claims register (500)	Number of claims keyed in the database	Target not changed	937 claims keyed in the database
Preparation of venues and materials for investigative hearings and registration of parties (100)	No of hearings held and parties registered	Target not changed	100
Typing of proceedings (100)	reports typed	Target not changed	100 reports typed
Typing of letters and memos (20)	Letters and memos typed	Target not changed	30 letters and memos typed
Receiving, recording and dispatching both incoming and outgoing mails and emails (100)	A well kept register for both incoming and outgoing mails	Target not changed	Incoming and outgoing mail registers upto date
Receiving and assisting members of the public following up on claims (130)	Members of the public attended to	Target not changed	150 members of the public served
Supervision of office cleaning and requisition of stationery (on daily basis)	Clean office and stationery availed as needed	Target not changed	Timely cleaning and stationery availed

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I will achieve my targets by the end of the financial year	aim to achieve targets by end of year



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### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%
Core Competencies	Integrity	Excellent - Higher Than 100%
Core Competencies	Efficiency	Excellent - Higher Than 100%

### APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

Am accountable and efficient in carrying out duties assigned to me

A self driven officer in all her assignments whose integrity is very high

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Public relations and Customer Care	2 weeks	customer care management
Management Course for Office Administrators	4 weeks	supervisory management

### APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

### IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Training key to my day to day duties and for promotion purposes

No training done due to inadequate funds

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
The officer performed despite the work environment in terms of facilitation with necessary tools and material	Training requested for the financial year to be done in 2023/2024 year