



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150250	Staff Name:	Nicholas Shonget Toroitich
ID Number:	26046936	Employee E-mail:	nicholas.shonget@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	30-Baringo County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Japhet Gikunda Mnkanata	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Japhet M'Nkanata Gikunda	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
1. Registration of court cases	court			60	70
2. Assist to conduct 12 public awareness programme	report, photos, attendance list		achieved	76	80
3. Assist in drafting quarterly report	report		achieved	70	70
4. Assist to conduct 12 public awareness programme annually on NLC	report, photos, attendance list		achieved fairly	79	80
5. collection of public land data	inventory in place		Achieved	80	80
6. Drafting minutes for five staff meetings	minutes available		achieved fully	79	85
7. Preparing ADR report within one week after the hearing	report		achieved fairly	73	75
8. Drafting minutes for five staff meeting	meetings		well done	79	80
9. Preparing ADR report within one week after the hearing	site,photos, attendance list, minutes		well done	73	80
10. Compiling of school date inventory	the school data is in place		good 100%	80	90
Total Appraisee Score on Performance Targets				749.00	790.00
Mean Appraisal Scores				74.9%	79%

APPRAISEE'S COMMENTS ON TARGET SETTING

The set target by supervisor achieved

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

The officer performed his duties has discussed and agreed during target setting.



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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 tried my level best to achieve the set target by my supervisor. Kindly i request for a training to help on the performance improvement	The officer does work with no close motoring and supervision, he has knowledge on work and expectation. self -driven ,innovative and objective at work.

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Registration of court cases	court	did not change	updating the register for court cases for future follow up
2. Assist to conduct 12 public awareness programme	report, photos, attendance list	no change	manage to keep the files in order
3. Assist in drafting quarterly report	report	did not change	record of quarterly report is up-to date
4. Assist to conduct 12 public awareness programme annually on NLC	report, photos, attendance list	no change	clientele attended to the best
5. collection of public land data	inventory in place	did not change	data in order
6. Drafting minutes for five staff meetings	minutes available	no change	minutes are in place for further action
7. Preparing ADR report within one week after the hearing	report	did not change	ADR report are in place for future reference
8. Drafting minutes for five staff meeting	meetings	did not change	preparing of staff minutes are in order
9. Preparing ADR report within one week after the hearing	site,photos, attendance list, minutes	did not change	ADR report are in place
10. Compiling of school date inventory	the school data is in place	did not change	school data inventory is well updated

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
the allocated set target is well achieved	the targets were not changed

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	
working hard to achieve the set target		



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory skills	3weeeks	Supervisory Management Course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The above mentioned training will help me perform my duties effectively and diligently		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
The officer performed his duties excellently and has knowledge of work .No close monitoring and supervision.	He is recommended for promotion	