



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210634	<b>Staff Name:</b>	Halkano Hawa Kanchora
<b>ID Number:</b>	217115373	<b>Employee E-mail:</b>	halkano.kanchora@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2023-2024
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	
<b>Work Station</b>	10-Marsabit County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Immediate Supervisor
<b>Immediate Supervisor:</b>	Abdullahi Jillo Huka	<b>Immediate Supervisor Designation:</b>	COUNTY COORDINATOR
<b>Second Supervisor:</b>	Diana Nyabairo Nyamboga	<b>Supervisor Designation:</b>	Clerical Officer

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
attend 4quartely office meetings	number of meeting attended			130	0
assist county cordinator in taking of minutes	number of approved minutes			120	0
participated in solving land dispute referred through ADR/TOR	number of land dispute solved			125	0
develop and maintain asset management inventory at the county office	updated asset management inventory			120	0
receive and maintain an inventory of office equipment and stationary	updated inventory			110	0
<b>Total Appraisee Score on Performance Targets</b>				<b>605.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>121%</b>	<b>0%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
target were discussed and agreed upon	

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



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
attend 4 quartely office meetings	number of meeting attended	target not changed	on course to achieve agreed target
assist county cordinator in taking of minutes	number of approved minutes	target not changed	on couse to achieve agreed target
participated in solving land dispute referred through ADR/TOR	number of land dispute solved	target not changed	on course to achieve agreed target
develop and maintain asset management inventory at the county ofiiice	updated asset management inventory	target not changed	on course to achieve agreed target
receive and maintain an inventory of office equipment and stationary	updated inventory	target not changed	on course to achieve agreed target

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS

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
highly professional	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
supervisory skills	2weeks	supervisory managemnet course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
supervisory management course will be an added advantage	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations