



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150420	Staff Name:	James Mokogi Nyachieo
ID Number:	29004236	Employee E-mail:	james.mokogi@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	46-Nyamira County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Henry Ondara	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Henry Ondara	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
General filing and record keeping	files			0	0
Preparing minutes of staff monthly meetings	Minutes			0	0
Updating court cases register	Updated register			0	0
Typing correspondences	File correspondences			0	0
Maintenance of commission assets	Asset register in place			0	0
Preparation of quarterly/annual reports	Reports filed			0	0
Tracking of incoming/outgoing mails	Incoming/outgoing mail register Delivery book			0	0
Attending to clients on a daily basis	Daily attendance register			0	0
Preparing of office tea	Duty roster			0	0
Opening/closing of offices	Duty roster			0	0
Office cleaning	Duty roster			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are mutually agreed upon and achievable.	



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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

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
General filing and record keeping	files	None	No target changed
Preparing minutes of staff monthly meetings	Minutes	None	No target changed
Updating court cases register	Updated register	None	No target changed
Typing correspondences	File correspondences	None	No target changed
Maintenance of commission assets	Asset register in place	None	No target changed
Preparation of quarterly/annual reports	Reports filed	None	No target changed
Tracking of incoming/outgoing mails	Incoming/outgoing mail register Delivery book	None	No target changed
Attending to clients on a daily basis	Daily attendance register	None	No target changed
Preparing of office tea	Duty roster	None	No target changed
Opening/closing of offices	Duty roster	None	No target changed
Office cleaning	Duty roster	None	No target changed

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The set targets were maintained	

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Adhering to the rule of law	

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Customer care skills	2 weeks	Customer care management course



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Management course	2 weeks	Management course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
Training will help to achieve the set targets for efficiency.		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	