



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210571	Staff Name:	Cornelius Too
ID Number:	25130857	Employee E-mail:	cornelius.too@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Andrew Cheruiyot Rotich	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Andrew Rotich Cheruiyot	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES

To develop a comprehensive public land inventory and data base

To secure public institutional Land

To provide redress to Historical Land injustices (HLI)

To enhance access to alienated and unalienated public land for development

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To update the inventory of public land parcels in community & Settlement schemes from 1st July 2022 to 30th June,2023	updated list on surrendered & reserved public lands	1 inventory	Contributed in updating inventory on public land	100	100
To hold/attend 4 forums/meetings to sensitize public on NLC mandates,service delivery timeliness,Commission charter between 1st July 2022 to 30th June,2023	Number of meetings/ forums held	5 forums/ meetings on sensitizations	Participated in five forums /meetings where sensitization to sensitize the public on NLC mandate	125	125
To receive, review & recommend 8 applications for Extension/Renewal of Lease to land Administration & Management Directorate for processing from 1st July 2022 to 30th June,2023	Applications received	10 applications received	Received and processed 10 application for Ext/ Renewal of leases	100	125



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To prepare and submit annual report on the performance of the County.	Legal department annual report	Annual performance report submitted	Contributed to the preparation of County Annual performance report	100	100
To maintain an updated cause list register of all the court cases in the Eldoret Law court from 1st July 2022 to 30th June,2023	updated cause list	managed to update 25 court cases	Managed to update the course list with 25 cases filed within the reporting period	100	100
To develop County work plan for FY 2022/2023 between 1st -15th June 2023	County work plan for Legal department in place	County work plan for Legal Department in place	Contributed to setting of county annual target and annual workplan	100	100
Total Appraisee Score on Performance Targets				625.00	650.00
Mean Appraisal Scores				104.17%	108.33%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set are realistic and achievable	The Officer needs to state properly the targets and performance indicators for ease of performance appraisal

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
More targets can be achieved if sufficient funds are allocated accordingly.	The Officer performed excellently in meeting set targets

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To update the inventory of public land parcels in community & Settlement schemes from 1st July 2022 to 30th June,2023	updated list on surrendered & reserved public lands	Target maintained	Target achievable
To hold/attend 4 forums/meetings to sensitize public on NLC mandates,service delivery timeliness,Commission charter between 1st July 2022 to 30th June,2023	Number of meetings/ forums held	two meetings held	Due to inadequate funds to facilitated the meetings



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To receive, review & recommend 8 applications for Extension/Renewal of Lease to land Administration & Management Directorate for processing from 1st July 2022 to 30th June,2023	Applications received	Target maintained	Target achievable
To prepare and submit annual report on the performance of the County.	Legal department annual report	Target maintained	one comprehensive annual report on all court cases
To maintain an updated cause list register of all the court cases in the Eldoret Law court from 1st July 2022 to 30th June,2023	updated cause list	target changed from 20 to 30	more court cases were registered
To develop County work plan for FY 2022/2023 between 1st -15th June 2023	County work plan for Legal department in place	Target maintained	Target achievable

MID YEAR APPRAISEES'S COMMENTS

More funds to be allocated for facilitation on sensitization of public on NLC mandates

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Managerial and Supervisory Competence	Planning and Organizing	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

With more trainings on the relevant areas, I should be able to perfect all these skills and competencies into practice

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The appraisee displays super managerial and supervisory skills ,good planning and organizational skill affording him to score above 100

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Supervisory course	one month	Supervisory management course
professional training	3-4 weeks	Forensic investigations

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The course will assist in carrying out investigations and supervising and management of staff

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The Officer should be accorded the training suggested for enhanced performance and career progression



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The Appraisee performed excellently by meeting the set targets	I highly recommend for the officer to to be accorded the suggested training for enhanced performance and future career progression