



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210575	<b>Staff Name:</b>	Joyce Jepchirchir Kotut
<b>ID Number:</b>	28652133	<b>Employee E-mail:</b>	joyce.kotut@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	32-Nakuru County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Frank Kibelekenya Kosiom	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	Frank Kibelekenya Kosiom	<b>Supervisor Designation:</b>	County Coordinator

DEPARTMENTAL OBJECTIVES
1.To facilitate access and use of land for socio-economic environmental sustainability
2. To create awareness through advocacy, coordination and information dissemination on the roles of NLC
3.To enhance secure storage,access and retrieval of public land information
4. To facilitate resolution of dispute and conflicts on land and land based resources

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
1. Assisting the County Coordinator in undertaking duties in all Commission functional areas like proper filling etc	Number of files		Target achieved as agreed	95	91
2.Writing quarterly reports	Number of reports		Target achieved as agreed	98	90
3.Assisting the County Coordinator in taking minutes in all relevant meeting	No of minutes prepared		Target achieved as agreed	94	89
4. Initiate action on asset management and inventory to keep in line with functional objectives on deliverables to keep track of commissions property	Office Inventory		Target achieved as agreed	90	87
5. Support the County Coordinator in the management of human resource and financial matters.	Number of imprest surrendered		Target achieved as agreed	96	87
6. Facilitate provision of general office supplies including office equipment, stationery etc	Number of requisitions made		Target achieved as agreed	100	98
7. Identify obsolete assets for disposal and maintain asset register	Asset register prepared		Target achieved as agreed	93	90
<b>Total Appraiser Score on Performance Targets</b>				<b>666.00</b>	<b>632.00</b>



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<b>Mean Appraisal Scores</b>		<b>95.14%</b>	<b>90.29%</b>
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<b>APPRAISEE'S COMMENTS ON TARGET SETTING</b>	<b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b>
Targets set are SMART and achievable	Satisfactory

<b>APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>	<b>IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>
	Good ground for improvement

<b>MID YEAR REVIEW</b>			
<b>Agreed Performance Target</b>	<b>Performance Indicator</b>	<b>Target changed or Added</b>	<b>Remarks</b>
1. Assisting the County Coordinator in undertaking duties in all Commission functional areas like proper filling etc	Number of files	Target added	over 100 new files opened
2. Writing quarterly reports	Number of reports	Target maintained	All reports done and submitted
3. Assisting the County Coordinator in taking minutes in all relevant meeting	No of minutes prepared	Target added	Minutes taken and filled
4. Initiate action on asset management and inventory to keep in line with functional objectives on deliverables to keep track of commissions property	Office Inventory	Target maintained	Office inventory maintained
5. Support the County Coordinator in the management of human resource and financial matters.	Number of imprest surrendered	Target maintained	Imprest surrendered on time
6. Facilitate provision of general office supplies including office equipment, stationery etc	Number of requisitions made	Target maintained	All requisitions were done and submitted
7. Identify obsolete assets for disposal and maintain asset register	Asset register prepared	Target maintained	Assets register available

<b>MID YEAR APPRAISEES'S COMMENTS</b>	<b>MID YEAR IMMEDIATE SUPERVISORS COMMENTS</b>
Set targets achieved	Very good and encouraging performance



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### VALUES AND STAFF COMPETENCIES APPRAISAL

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

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I believe to be efficient and reliable in the duties and responsibilities assigned.	Good team player

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer care and public relations training	two weeks	Customer care and public relations management
Customer care and public relations training	two weeks	Customer care and public relations management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I wish to be offered trainings	More exposure needed

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Overall performance is good	More trainings needed