



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150445	Staff Name:	Nancy Christine Awere
ID Number:	24013609	Employee E-mail:	nancy.awere@landcommission.go.ke
Appraisal Type:	MID FINANCIAL YEAR	Appraisal Period:	2017-2018
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	CC&A	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Fibian Lukalo	Immediate Supervisor Designation:	DIRECTOR
Second Supervisor:	Fibian Lukalo Kavulani	Supervisor Designation:	DIRECTOR

DEPARTMENTAL OBJECTIVES

TO REDUCE LAND RIGHTS VIOLATIONS THROUGH PROVISION OF INFORMED EMPIRICAL KNOWLEDGE

TO INCREASE ACCESS TO SECURE LAND RIGHTS THROUGH CONDUCTING RESEARCH

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
FILING & FOLIO	1. THE DIRECTORATE DOCUMENTS ARE WELL FILED AND DOCUMENTS EASILY RETRIEVED, HENCE NO WASTAGE OF OFFICE TIME LOOKING FOR ONE DOCUMENT 2. FOLIOING HAS ASSISTED IN EASILY IDENTIFYING MISSING DOCUMENTS IN A FILE			0	0
MINUTE WRITING	NUMBER OF DIRECTORATE MINUTES FILED AND TAKEN			0	0
ENSURING CLEANLINESS OF OFFICE	SUPERVISION OF OFFICE CLEANLINESS			0	0
SORTING/DISPATCHING OF MAIL TO THE RELEVANT OFFICE	MAIL DISPATCHED ON TIME			0	0
MAKING COPIES OF LETTER BEFORE DISPATCH	RECORDED IN THE DIRECTORATE OUTGOING MAIL REGISTER			0	0
RECEIVING OF INCOMING MAIL	RECORDED IN THE DIRECTORATE INCOMING MAIL REGISTER			0	0
ENSURE AVAILABILITY OF REGISTRATION FORM DURING MEETINGS	FILED REGISTRATION FORM			0	0
CHECK OFFICE SUPPLY STOCK AND PLACING ORDERS	AVAILABILITY OF ENOUGH OFFICE SUPPLIES			0	0



INDIVIDUAL APPRAISAL REPORT

DISSEMINATION OF RESEARCH PUBLICATION TO RELEVANT INSTITUTION	ACKNOWLEDGEMENT LETTER RECEIVED FROM THE RELEVANT INSTITUTIONS			0	0
SUPERVISE OFFICE MAINTENANCE AND REPAIRS	BROKEN FURNITURE'S REPAIRED AND THE ONES BEYOND REPAIR HAVE BEEN MOVED FROM THE OFFICE TO THEIR RIGHTFUL PLACE			0	0
CREATION OF AN INVENTORY OF THE PUBLICATION IN THE DIRECTORATES REGISTRY	NUMBER OF PUBLICATIONS IN THE REGISTRY UPDATED			0	0
Total Appraiser 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
1. THEIR IS NEED FOR INDUCTION 2. THEIR IS NEED FOR MORE TRAINING 3. THEIR IS NEED FOR QUARTERLY APPRAISAL OF MY WORK	

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

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
--------------------------------	---

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraiser's Values and Competencies	Immediate Supervisor Comments

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
AM VERY GOOD IN TERMS OF WRITTEN COMMUNICATION BUT THEIR IS SCOPE FOR IMPROVEMENT IN MY VERBAL COMMUNICATION ESPECIALLY IN-FRONT OF A GATHERING, I WOULD DO MUCH BETTER WITH COMMUNICATION SKILLS TRAINING	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
MANAGEMENT AND DEVELOPMENT PROGRAMME	2 weeks	EFFECTIVE OFFICE ADMINISTRATION SKILLS
PROFICIENCY COURSE	4 weeks	PROFICIENCY COURSE FOR CLERICAL OFFICERS



INDIVIDUAL APPRAISAL REPORT

COMMUNICATION AND PERSONAL DEVELOPMENT SKILLS	2 weeks	PUBLIC RELATION AND CUSTOMER CARE SKILLS
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
THE ABOVE MENTIONED COURSE WILL BE OF BENEFIT TO ME, IT WILL ASSIST ME TO BE MORE EFFICIENT AND EFFECTIVE IN SERVICE DELIVERY		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	