



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20160463	Staff Name:	Melky Elim Ejore
ID Number:	30306521	Employee E-mail:	melky.elim@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2018-2019
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	23-Turkana County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	James Wangiros Long'ole	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	James Wangiros Long'ole	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES

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

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1.Ensure proper filing system	FILE			200	0
2.Attending to clients on daily basis	visitors book			150	0
3. writing 4 minutes annuallly	minutes			100	0
4. conduct four public awareness about NLC mandate	photos,attendance list			150	0
5. Collection of Data in Turkana East and Turkana South Sub-County	status report			200	0
Total Appraisee Score on Performance Targets				800.00	0.00
Mean Appraisal Scores				160%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING

targets are clear

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Please Milky rate yourself within a range of 200% as indicated above and lets discuss the scores accordingly



INDIVIDUAL APPRAISAL REPORT

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
1.Ensure proper filing system	FILE	no change	achieved
2.Attending to clients on daily basis	visitors book	no change	achieved
3. writing 4 minutes annually	minutes	no change	achieved
4. conduct four public awareness about NLC mandate	photos,attendance list	change to 2 awareness functions	achieved
5. Collection of Data in Turkana East and Turkana South Sub-County	status report	no change	achieved

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
---	--

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
writing skills- report writing,preparing documents,	3 weeks	management
customer care skills	3 weeks	customer care
ICT skills(electronic filing,information management)	4 weeks	management
presentation and public speaking	3 weeks	customer care
Land laws	3 weeks	management
Personal Development Courses	4 weeks	management
NLC mandate and objectives	1 week	management
research skills	3 weeks	management
resolution of land based Disputes	4 weeks	management
Land Disputes Resolution	4 weeks	management



INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations