



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140090	Staff Name:	Wilkister Jeridah Meso
ID Number:	9956332	Employee E-mail:	wilkister.meso@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	HLI	Appraisal Status	Appraisee Reviewed
Immediate Supervisor:	Samuel Mwenje Nthuni	Immediate Supervisor Designation:	Deputy Director
Second Supervisor:	Samuel Mwenje Nthuni	Supervisor Designation:	Deputy Director

DEPARTMENTAL OBJECTIVES

To facilitate resolution and dispute and conflict on land based resources

To facilitate and use land for socio-economic and environmental sustainability

To create awareness through advocacy, coordination and information, Dissemination on the role of NLC

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Taking oral dictation	No of Dictations taken	30 Dictations taken		100	0
Using e-office to research and process data	No of research papers produced/processed	80 Research and data processing undertaken		150	0
Operating office equipment	level of efficiency as a result of using the machines/equipment	Used and operated the office equipment 288 times		150	0
Attending to visitors/clients	No of client and visitors served	1200 visitors attended to		180	0
Handling telephones calls and inquiries	No of enquiries handled successfully	1000 inquiries handled		150	0
Coordination schedules of meetings ad appointments	No of successfully coordinated meetings and appointments	50 meetings coordinated		100	0
Securing of office records	No of records properly secured	1000 records secured		120	0



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Preparing response to routine correspondences	No of well drafted routine correspondences	200 routine correspondence s dealt with		100	0
Establishing and monitoring procedures for record keeping of correspondences and file movements	Ease access and retrieval of records in the office	An efficient procedure systems established		120	0
Ensuring security, integrity and confidentiality of data in the office	High level of confidentiality exercised by not sharing the information in the office with people who do not require it.	Integrity and confidentiality fully adhered to		100	0
Managing office protocol and etiquette	no of visitors/clients happy with the service	1200 attended to and happy		120	0
Handling complaint from the visitors/clients	No of complaints addressed to conclusion	1500 complaints handled		150	0
Total Appraisee Score on Performance Targets				1540.00	0.00
Mean Appraisal Scores				128.33%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets were agreed upon by the Supervisor and the appraisee	

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
I worked to the best of my ability. The only hindrance was/is I have an old desktop which keeps on breaking down. I would probably surpass my targets if I am issued with a new or properly functioning working equioment	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Taking oral dictation	No of Dictations taken	Target not changed	On target
Using e-office to research and process data	No of research papers produced/processed	Target not changed	On target
Operating office equipment	level of efficiency as a result of using the machines/equipment	Target not changed	On target
Attending to visitors/clients	No of client and visitors served	Target not changed	On target
Handling telephones calls and inquiries	No of enquiries handled successfully	Targets not changed	On target
Coordination schedules of meetings ad appointments	No of successfully coordinated meetings and appointments	Target not changed changed	On target



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Preparing response to routine correspondences	No of well drafted routine correspondences	Target not changed	On target
Establishing and monitoring procedures for record keeping of correspondences and file movements	Ease access and retrieval of records in the office	target not changed	On target
Ensuring security, integrity and confidentiality of data in the office	High level of confidentiality exercised by not sharing the information in the office with people who do not require it.	target not changed	On target
Managing office protocol and etiquette	no of visitors/clients happy with the service	Target not changed	On target
Handling complaint from the visitors/clients	No of complaints addressed to conclusion	Target not changed	On target

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
	The Officer is on target

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
Over time, and through the years I have worked and the trainings I have attended, I have acquired key competencies required in my line of duty to enable me interact well with my supervisors, colleagues and those who work under me.	

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Strategic Leadership Development Programme (SLDP)	six (6) weeks	Management Course
Minutes Writing/Taking Course	4 weeks	Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
iI have already undertaken the Senior Management Course at the Kenya School of Government which feeds into the SLDP programme. At my level i also require to undertake a course in Minute Writing/Taking as I can be called upon to take Minutes in a mee	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
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