



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150387	<b>Staff Name:</b>	Musena Jillo Muzna
<b>ID Number:</b>	30683355	<b>Employee E-mail:</b>	muzna.fatuma@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2017-2018
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	04-Tana River County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Immediate Supervisor Reviewed
<b>Immediate Supervisor:</b>	Nobert Bwire Wangalwa	<b>Immediate Supervisor Designation:</b>	County coordinator
<b>Second Supervisor:</b>	Nobert Wangalwa Bwire	<b>Supervisor Designation:</b>	County coordinator

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Receiving and Dispatching Mails	Dispatch Register, Delivery Book and Mails Receipt	Target achieved	100	100	100
Filing	Files Register and Files	Target achieved	98	100	97
Receiving Development Applications	Application register and Files	Target achieved	100	95	100
Compiling Public Land Inventory	Inventory in place	Achieved fully	98	95	100
Update Register of Court Cases	Updated Register	Target achieved	98	90	97
Maintenance of Assets	Assets maintenance Register and Inventory	Target achieved	98	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>580.00</b>	<b>594.00</b>
<b>Mean Appraisal Scores</b>				<b>96.67%</b>	<b>99%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The agreed performance is met but in case the target is not fully achieved more effort will be considered	The targets are achievable

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



## INDIVIDUAL APPRAISAL REPORT

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Receiving and Dispatching Mails	Dispatch Register, Delivery Book and Mails Receipt	Not Changed	On Course
Filing	Files Register and Files	Not Changed	On Course
Receiving Development Applications	Application register and Files	Not Changed	On Course
Compiling Public Land Inventory	Inventory in place	Added	100%
Update Register of Court Cases	Updated Register	Not Changed	On Course
Maintenance of Assets	Assets maintenance Register and Inventory	Not Changed	On Course

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Since most of the agreed Performance target are the same and realistic I hope to achieve the result agreed.	The targets are as set as agreed at the beginning and are on course

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Integrity	Very Good - Upto 100%
Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%
Core Competencies	Innovativeness	Good - Between 80% and 99%
Values	Meritocracy	Good - Between 80% and 99%
Values	Confidentiality	Very Good - Upto 100%
Managerial and Supervisory Competence	Training and Development	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
	Training for skills development required

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Information and Technology Skills	3months	Management Information System Course
Land Management Skills	3 months	Land Management Course
Customer Care Skills	1month	Public Relation Course
Record Keeping Skills	1month	Office Management Course



## INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The Training on the specified duration will enable me to acquire the right skills for good performance	The training needs are relevant
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations