



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|--|
| Staff Number: | NLC20140043 | Staff Name: | Caroline Wanyonyi Khasoa |
| ID Number: | 13436160 | Employee E-mail: | caroline.wanyonyi@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: | NLC3 |
| Dept/Directorate | LA&R | Appraisal Status | Immediate Supervisor |
| Immediate Supervisor: | Brian Adungo Ikol | Immediate Supervisor Designation: | Director , Legal Affairs Enforcement |
| Second Supervisor: | Brian Adungo Ikol | Supervisor Designation: | Director , Legal Affairs Enforcement |

DEPARTMENTAL OBJECTIVES

| AGREED PERFORMANCE TARGETS | | | | | |
|--|--|------------------|--------------------------------|--------------------|---------------|
| Agreed Performance Target | Performance Indicator | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
| 50 litigation, RR and HLI actual preparatory works pleadings , letters , opinions briefs site visits responses | number of pleadings filed , minutes attendance sheets , pictures, letters , opinions , ground reports , briefs responses reports | | | 0 | 0 |
| 4 legal advisories rendered | number of opinions ,meeting held , policy adjustments, circulars issued and advisories rendered internally and externally | | | 0 | 0 |
| 4 corporate services NLC activities participated in | minutes, pictures, attendance sheets , memo, invitation letters , virtual presence evidence, reports | | | 0 | 0 |
| 50 legal administration and management activities , engagement s documents drafts | number of directions instructions (email and whatsapp, minutes, pictures reports responses | | | 0 | 0 |
| Total Appraisee 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

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 |
| 50 litigation, RR and HLI actual preparatory works pleadings , letters , opinions briefs site visits responses | number of pleadings filed , minutes attendance sheets , pictures, letters , opinions , ground reports , briefs responses reports | Target met | handled 34 litigation matters, t |
| 4 legal advisories rendered | number of opinions ,meeting held , policy adjustments, circulars issued and advisories rendered internally and externally | target met | handled coast water and nyali primary advisories |
| 4 corporate services NLC activities participated in | minutes, pictures, attendance sheets , memo, invitation letters , virtual presence evidence, reports | Target exceeded | The corporate activities are Strategic Plan preparation, launch committee, annual report committee and preparation tenants at will research |
| 50 legal administration and management activities , engagement s documents drafts | number of directions instructions (email and whatsapp, minutes, pictures reports responses | target met | attended 25 legal management and administration meetings |

| MID YEAR APPRAISEES'S COMMENTS | MID YEAR IMMEDIATE SUPERVISORS COMMENTS |
|--------------------------------|---|
| I have met my target | |

| 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 |

| 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 |
| | |