



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150391	Staff Name:	Diba Tato Wako
ID Number:	27493943	Employee E-mail:	diba.tato@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	19-Nyeri County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Joyce Njeri Kinyanjui	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Joyce Kinyanjui N.	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
- To participate in the data collection -To verify documents from the colonial villages -To confirm list of records/details	-files/updated -Rims, photos, draft reports			0	0
-To receive, sort, obtain data for 10 no. of application on subdivisions, 10 no. of application on renewal of leases and 10 no. of extension of leases,4 no. of application on land exchanges	-Files opened/updated -34 no. searches and maps obtained. -20 no. of draft reports			0	0
-To participate in land inventory data collection -to prepare the status reports for all public land inventory	- updated list of inventory - status reports for inventory			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
I will strive to achieve the targets as set	Target not changed. Kindly update your mid year review

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



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Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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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
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i will strive to achieve targets as set	
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STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
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supervisory skills	90days	supervisory management courses
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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
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The Training will provide me with great skills to assist in serving the public better	
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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
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