



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150381	<b>Staff Name:</b>	Mercyline Seme Kerubo
<b>ID Number:</b>	24719404	<b>Employee E-mail:</b>	mercyline.seme@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC9
<b>Dept/Directorate</b>	LAM	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	David Ndegwa Kuria	<b>Immediate Supervisor Designation:</b>	Director
<b>Second Supervisor:</b>	David Ndegwa Kuria	<b>Supervisor Designation:</b>	Director

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Preparing office tea	Receipts, cooking utensils ,happy staff		100	0	0
Delivering mails	Delivery book		100	0	0
Welcoming visitors	Visitors book		100	0	0
Arranging meetings	Orgarnised meeting area, pens for writting, note book and projector		105	0	0
Booking meeting venue	Well arranged and orgarnised boardroom		105	0	0
Giving directions to visitors to various directorates within the commission	Satisfied clients and feedbacks		100	0	0
Clean utensils for taking office tea	Clean cooking utensils		100	0	0
Clean Office	Well cleaned and organised office,		100	0	0
<b>Total Appraisee Score on Performance Targets</b>				<b>0.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>0%</b>	<b>0%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
I can do far much better than this, i will work hard to achieve my targets.	With proper facilitation the appraisee can do much better.



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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

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
Core Competencies	Professionalism	Very Good - Upto 100%
Managerial and Supervisory Competence	Accountability in Managing Resources	-1

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I can do better than this	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
customer care skills	three months	customer care management skills
first aid skills management	two weeks	life saving skills
fire management	three weeks	life saving skills

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
this will facilitate good relationships with visitors coming to the commission and among my workmates.	These course will equip the appraisee allowing her to deliver at a higher level

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The appraisee has done well under the current circumstances	The appraisee has identified short courses that will build her capacity. There has been gaps in terms of office facilitation which needs to be provided.