



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150289	Staff Name:	Lisper Motaroki Moraa
ID Number:	23604870	Employee E-mail:	lisper.motaroki@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2024-2025
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	45-Kisii County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Appraisee
Immediate Supervisor:	Simeon Ting'aa Lotulya	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Simeon Lotulya Ting'aa	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
Customer services - attending to clients on daily basis	Daily attendance register Visitors book			0	0
Tracking incoming and outgoing mails	Incoming / outgoing mail register Delivery book			0	0
General clerical work - record keeping, filing, photocopy	Files and records			0	0
Drafting minutes of staff monthly minutes	Minutes			0	0
Maintenance of commission assets	Assets register in place			0	0
Preparation of quarterly and annual report	Report filed			0	0
Customer services - attending to clients on daily basis	Daily attendance register Visitors book			0	0
Updating court case register	Updated court register			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

Targets set are achievable



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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

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer care	2 weeks	Customer care course
Records management	2 weeks	Records management course
Land management and administration	4 weeks	Administration course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Training will enable me to deliver services	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations