



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210611	<b>Staff Name:</b>	Meshell Jemutai Chumba
<b>ID Number:</b>	29032504	<b>Employee E-mail:</b>	meshell.chumba@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>	32-Nakuru County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Frank Kibelekenya Kosiom	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	Frank Kibelekenya Kosiom	<b>Supervisor Designation:</b>	County Coordinator

DEPARTMENTAL OBJECTIVES
1.To facilitate access and use of land for socio-economic environmental sustainability
2.To enhance secure storage,access and retrieval of public land information
3. To facilitate resolution of dispute and conflicts on land and land based resources
4. To create awareness through advocacy, coordination and information dissemination on the roles of NLC

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Facilitate the provision of general office supplies such as office equipment and stationery	Number of requisitions made		Target achieved as agreed	97	90
2. Writing quarterly and site visit reports	Reports		Target achieved as agreed	90	86
3. Attending to inquiries from clients	Received requests letters from clients		Target achieved as agreed	93	87
4. Taking minutes in all relevant meetings	Minutes		Target achieved as agreed	91	90
5. Asset management and inventory to keep in line with functional objectives on deliverables to keep track of commission property	Asset and inventory register		Target achieved as agreed	96	89
6. Management of human resource and financial matters	Imprest surrendered		Target achieved as agreed	99	90
<b>Total Appraisee Score on Performance Targets</b>				<b>566.00</b>	<b>532.00</b>
<b>Mean Appraisal Scores</b>				<b>94.33%</b>	<b>88.67 %</b>



## INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Ensure to meet the set targets.	Good

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
--------------------------------	---

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Integrity	Good - Between 80% and 99%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I believe to be transparent and accountable in undertaking the duties assigned.	Good

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory skills training	two weeks	supervisory management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I request to be considered for this training.	Need for trainings

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Overall performance is good	More trainings needed