



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150369	<b>Staff Name:</b>	Nalea Nyaga Rweru
<b>ID Number:</b>	21651054	<b>Employee E-mail:</b>	nalea.nyaga@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	14-Embu County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Jacinta Gitau Muthoni	<b>Immediate Supervisor Designation:</b>	Deputy Director
<b>Second Supervisor:</b>	Jacinta Gitau Muthoni	<b>Supervisor Designation:</b>	Deputy Director

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Receive five applications and enter into the Register	1. Number of applications received.	Received 18 applications and entered into the register for action	5 applications received and entered into the register	200	100
2. Receive 5 applications for Renewal /Extension of leases and enter into the register	2. Number of applications received	Received 2 applications and entered into the register	Receive 5 applications and enter into the register	40	100
3. Enter five parcels of public land in the Register and Conduct 5 official searches for parcels of public land -42	3. Number of parcels of public land and searches registered	Conducted searches for 40 parcels of public land	Enter 5 Parcels of land into the register	200	100
4. Compile the program for 4 advocacy/ awareness meetings	4. Number of programmes compiled	Prepared programs for 7 meetings	Compile the program for 4 meetings	175	100
5. Submit a list of office supplies to the Administration officer on the 1st day of every month	5. Number of lists submitted	Prepared 5 lists of items required	Submit 3lists of items to be procured	166	100
6. Identify 1 office equipment required	6. Number of office equipment's identified.	Identified 1 equipment required for the	Identify 1 office equipment required	100	100



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7. Identify budget requirements by submitting receipts for items bought to facilitate surrender -100%	7.Imprest surrendered by 100%	Submitted list of items bought and receipts to facilitate surrender of imp rest received by a 100%	100%	100	100
8. Attend I meeting for the preparation of the work plan	8. workplan prepared and submitted	Attended 1 meeting for preparation of the workplan	Attend 1 meeting for preparation of workplan	100	100
9. Compile information for 4 reports	9. Number of reports compiled.	Prepared 6 reports	Compile 4 reports	150	100
10. Compile information on 4 items for input in the annual report	10.Number of items	Compiled information on 4 items for input in the annual report	Compile information on 4 items for input in the annual report	100	100
<ul style="list-style-type: none"> <li>Set individual targets</li> </ul> 11. Complete individual performance appraisal requirements	11. Comply with stipulated requirements for mid and annual appraisals	Complied with stipulated requirements for mid and annual appraisal	Comply with stipulated requirements for mid and end year appraisals	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>1431.00</b>	<b>1100.00</b>
<b>Mean Appraisal Scores</b>				<b>130.09%</b>	<b>100%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
as an office we have to rethink about renewal of lease as a target	Targets set were achieved apart from the renewal of leases whereby few applications were received

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
Lack of leaseholder seeking renewal of lease services. There's need to have an awareness campaign	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Receive five applications and enter into the Register	1. Number of applications received.	No change	Target still on course



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2. Receive 5 applications for Renewal /Extension of leases and enter into the register	2. Number of applications received	No change	On Course
3. Enter five parcels of public land in the Register and Conduct 5 official searches for parcels of public land -42	3. Number of parcels of public land and searches registered	No change	On course
4. Compile the program for 4 advocacy/ awareness meetings	4. Number of programmes compiled	No Change	On Course
5. Submit a list of office supplies to the Administration officer on the 1st day of every month	5. Number of lists submitted	No change	On course
6. Identify 1 office equipment required	6. Number of office equipment's identified.	No change	On course
7. Identify budget requirements by submitting receipts for items bought to facilitate surrender - 100%	7. Imprest surrendered by 100%	No change	On course
8. Attend I meeting for the preparation of the work plan	8. workplan prepared and submitted	No change	On course
9. Compile information for 4 reports	9. Number of reports compiled.	No change	On course
10. Compile information on 4 items for input in the annual report	10. Number of items	No change	On course
• Set individual targets  11. Complete individual performance appraisal requirements	11. Comply with stipulated requirements for mid and annual appraisals	On course	No change

### MID YEAR APPRAISEES'S COMMENTS

The targets have not changed

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Let us strive to achieve

### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Very Good - Upto 100%
Core Competencies	Professionalism	Very Good - Upto 100%
Core Competencies	Integrity	Very Good - Upto 100%



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Core Competencies	Efficiency	Very Good - Upto 100%
Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Planning and Organizing	Very Good - Upto 100%
Managerial and Supervisory Competence	Accountability in Managing Resources	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Judgement and Objectivity	Very Good - Upto 100%
Values	Respect for National /Gender Diversity	Very Good - Upto 100%
Values	Confidentiality	Excellent - Higher Than 100%
Values	Fairness	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I aim to serve as efficiently and effectively upholding the rule of law	Naleah is a dedicated person in her work. She is diligent and respects the rule of law at all times. She aims to serve to her utmost ability. The officer is a team player and serves all including colleagues and clients

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer care skills	1 month	Customer Care Management course.
Customer care course	1 month	customer care management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will assist in improving the skills on how to deal with clients	The training chosen is appropriate

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations