



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150182	Staff Name:	Sussy Kadesa
ID Number:	24271386	Employee E-mail:	sussy.kadesa@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2020-2021
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	26-Trans Nzoia County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Simon Kipkoech Chebii	Immediate Supervisor Designation:	Chief Land Administration Offi
Second Supervisor:	Simon Chebii Kipkoech	Supervisor Designation:	Chief Land Administration Offi

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Assist to conduct Staff Performance Management -Set targets for respective officers, Mid Year Reviews, and End year performance appraisal in July.	Staff Performance Management done	Targets set on time and mid year review done. End year review underway.	99%	100	100
Take minutes and keep custody of minutes for the monthly staff meeting	Agenda/Minutes/attendance list	Minutes of convened meetings available	100%	100	100
Attend monthly staff meeting	Attendance list/ minutes	Attended staff meetings	100%	100	100
Assist to Process/Resolve received Public Land Disputes & Conflicts	List of Land Disputes & Conflicts received/Public Land Disputes & Conflicts register/ Status report on Land Disputes & Conflicts received	Database of land disputes and conflicts created and maintained.	99%	100	100
Attending to clients	Daily Occurrence Book	Clients attended to.	100%	100	100
Assist in providing advisory to clients on land matters especially public land	Daily occurrence book	Provided advisory to clients on land matters	98%	100	100



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Participate in writing the quarterly report.	Quarterly report	Participated in the report writing/drafting.	99%	100	100
Advice,interpret and implement Human resource policies in the County	Adherence/comprehension of Human resource policies	Advised on HR policies.	98%	100	100
Oversee proper maintenance and update/inventory of records and files	Properly maintained filing system/ record book/ files database	Files and record books maintained	99%	100	100
Total Appraisee Score on Performance Targets				900.00	900.00
Mean Appraisal Scores				100%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set are achievable given necessary support and facilitation.	

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
Performance is satisfactory, the Covid pandemic and other misfortunes notwithstanding.	some target were hindered by Covid 19 and facilitation

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Assist to conduct Staff Performance Management -Set targets for respective officers, Mid Year Reviews, and End year performance appraisal in July.	Staff Performance Management done	Target not changed	100%
Take minutes and keep custody of minutes for the monthly staff meeting	Agenda/Minutes/attendance list	Target not changed	100%
Attend monthly staff meeting	Attendance list/ minutes	Target not changed	100%
Assist to Process/Resolve received Public Land Disputes & Conflicts	List of Land Disputes & Conflicts received/Public Land Disputes & Conflicts register/ Status report on Land Disputes & Conflicts received	Target not changed	100%
Attending to clients	Daily Occurrence Book	Target not changed	100%
Assist in providing advisory to clients on land matters especially public land	Daily occurrence book	Target not changed	100%



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Participate in writing the quarterly report.	Quarterly report	Target not changed	100%
Advice,interpret and implement Human resource policies in the County	Adherence/comprehension of Human resource policies	Target not changed	100%
Oversee proper maintenance and update/inventory of records and files	Properly maintained filing system/ record book/ files database	Target not changed	100%

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The performance targets for the period under review was met.	targets were achieved

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	
	The officer is able to perform task assigned independently with minimum supervision	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior management course	6 weeks	Supervisory

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Training need necessary	Appraisee be trained on the above course

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Strive to perform better in the new year.	The appraisee be facilitated for the requested course