



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150422	Staff Name:	Miriam Nchagwa Mogesi
ID Number:	27500797	Employee E-mail:	miriam.nchagwa@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2020-2021
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	44-Migori County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Henry Ondara	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Henry Ondara	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
Ensure proper filing system on a daily basis	File	All files were well arranged and in order	100	100	100
Assist in writing quarterly reports	Reports	Report prepared and printed	80	80	100
Attending to clients on daily basis	Visitors book	Well recorded in visitors book	100	100	100
Assist to conduct 12 public awareness program annually on NLC mandate	Reports, site photo, attendance list etc	Data prepared and printed for records	70	70	100
Collection of data on public land	Status report	Data prepared and printed for record	80	80	100
Drafting of staff minutes within 2 days after the meeting	Minutes	Minutes prepared and printed on time	100	80	100
Daily opening and cleaning of the office before 8.00 a.m	Duty roaster	Office opened and cleaned on schedule	100	100	100
Total Appraisee Score on Performance Targets				610.00	700.00
Mean Appraisal Scores				87.14%	100%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets achievable with necessary reports	Targets are achievable

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
The target set are achievable	The target set were reasonably met

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Ensure proper filling system on a daily basis	File	None	No target changed
Assist in writing quarterly reports	Reports	None	No target changed
Attending to clients on daily basis	Visitors book	None	No target changed
Assist to conduct 12 public awareness program annually on NLC mandate	Reports, site photo, attendance list etc	None	No target changed
Collection of data on public land	Status report	None	No target changed
Drafting of staff minutes within 2 days after the meeting	Minutes	None	No target changed
Daily opening and cleaning of the office before 8.00 a.m	Duty roaster	None	No target changed

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The set targets were maintained	No variance of target

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Good - Between 80% and 99%
Managerial and Supervisory Competence	Training and Development	Fair - Between 60% and 79%
Values	Fairness	Good - Between 80% and 99%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Competency and professionalism is needed at work place	Regular training necessary for enhancement of values and competencies



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Record management	2 weeks	Management course
Customer care	2 weeks	Customer care management skills
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Training will help me to be competent enough at workplace		Continuous training necessary
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
The appraisee met most of the targets	Further training to enhance the appraisee's efficiency is highly recommended.	