



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150354	Staff Name:	Caroline Mutai Jepchirchir
ID Number:	24837089	Employee E-mail:	caroline.mutai@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	28-Elgeyo Marakwet County	Job Grade:	NLC9
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Rebecca Chepkemboi	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Rebecca Maritim Chepkemboi	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES

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

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Opening of office daily by 7:30AM	Attendance register			0	0
2. Cleaning of office daily before 8AM	Duty roaster			0	0
3. Preparing of tea before 10AM daily	Ready tea			0	0
4. Receiving and recording of incoming mails	Incoming mail record book			0	0
5. Dispatching of mails on daily basis	Dispatch book			0	0
6. Maintain office equipment as needed	Equipment's good condition			0	0
7. Greeting, welcoming & aiding with office visitors as needed	Verbal communication skills			0	0
8. Organizing the office and assisting associates to optimize procedures	Organizational performance			0	0
9. Monitor level of supplies in the office and handle shortages	Accountability			0	0
10. Managing filing system as needed	Organized filing system			0	0
11. Create and update records ensuring accuracy and validity of information	Register			0	0



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12. Assist in conducting renewal/extension of leases	Ground status & File register			0	0
13. Assist in reports on preliminary investigations of historical injustices matters	File register			0	0
14. Assist in conducting public awareness/advocacy/programme annually on NLC mandate	Report and site photos			0	0
15. Assist in report on land disputes handled through ADR/TDR	File 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
The set targets are achievable.	This is 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
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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
Efficient and effective in achieving the set targets	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
1. Office administrative skills	2 weeks	Office administrative course
2. Conducting of meetings & minute writing course	1 week	Communication management course
3. Records management	2 weeks	Records management course
4. Report writing skills	2 weeks	Report writing course



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
With this training need it will help me gain skills and be more useful and a resourceful person to the organization.	Include your Training needs
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations