



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150151	Staff Name:	Simon Kipkoech Chebii
ID Number:	12828862	Employee E-mail:	simon.chebii@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2016 - 2017
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	26-Trans Nzoia County	Job Grade:	NLC5
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Patrick Gachango Waweru	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Tom Aziz Chavangi	Supervisor Designation:	Chief Executive Officer

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

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Receive and process development applications	Number	110	106	110	106
a) 100 Building Plans					
b) 20 Change of User	Number	18	17	90	85
c) 10 Subdivisions	Number	15	15	150	150
d) 10 Extension/Renewal of Leases	Number	12	11	120	110
e) 50 Leasehold Consents	Number	65	64	130	128
2. 60 Site Inspections	Site visitation by the Land Admin Officer	48	47	80	78.33
3. 20 Ground reports	File Register	23	22	115	110
4. Attending County Meetings	a) Invitation Letters b) Minutes	15 meetings attended	14 meetings	150	130
Total Appraisee Score on Performance Targets				945.00	897.30
Mean Appraisal Scores				118.12%	112.17%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
These targets are achievable if i am facilitated especially to conduct site visits	The appraisee met and surpassed some targets

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
Some performance targets could not be met due to lack of transport and finances.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
On course to achieve the set targets	The appraisee is on course to achieve the set targets

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Excellent - Higher Than 100%
Core Competencies	Integrity	Very Good - Upto 100%
Managerial and Supervisory Competence	Judgement and Objectivity	Excellent - Higher Than 100%
Values	Respect for National /Gender Diversity	Very Good - Upto 100%
Core Competencies	Professionalism	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I agree with the assessment of the first supervisor.	The officer has good understanding of his work and performs his duties without supervision

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory Skills	one month	-Land Administration and Management
b) Information Technology	one month	Computer Applications
c) Supervisory Course	four months	Project Management and Evaluation

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
i did not attend the above courses i still more training.	The officer did not attend any training. However, he still requires the training to enhance his performance.



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Kindly fill this with your immediate supervisor	Kindly fill this with your immediate supervisor