



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20220668	<b>Staff Name:</b>	Micklem Kiptum Kogo
<b>ID Number:</b>	24952389	<b>Employee E-mail:</b>	micklem.kogo@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>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC6
<b>Dept/Directorate</b>	CC&A	<b>Appraisal Status</b>	Immediate Supervisor Reviewed
<b>Immediate Supervisor:</b>	Sylvia Kore Kanao	<b>Immediate Supervisor Designation:</b>	Principal Corporate Communication Officer
<b>Second Supervisor:</b>	Walter Hesbon Ooko Menya	<b>Supervisor Designation:</b>	Head Corporate Communication and Advocacy

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Uploading contents in the website	1. Uploaded contents in the website	Up date website	website ha been regularly updated	120	120
1. Edit and Proofread stories before posting in website various social media handles.	1. Correct and error free stories in the website and other social media handles.	Correct and error free stories.	130	150	0
3. Manage social media handles	3. properly managed social media handles	Interactive social media handles	100	101	0
4. Generate content for website	4. Posted content in the website	Current commission activities updated in the website		120	0
5. Designing of Ecards and other educational materials	Designed Ecard and educational materials	Ecards designed		120	0
<b>Total Appraisee Score on Performance Targets</b>				<b>611.00</b>	<b>120.00</b>
<b>Mean Appraisal Scores</b>				<b>122.2%</b>	<b>24%</b>

## APPRAISEE'S COMMENTS ON TARGET SETTING

Ready for guidance by my supervisors, Contents depends on the commission's activities.

## IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Proceed to mid-year review



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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
Progressing on well	

### MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Uploading contents in the website	1. Uploaded contents in the website	Not Changed	Improved
1. Edit and Proofread stories before posting in website various social media handles.	1. Correct and error free stories in the website and other social media handles.	Not changed	improved
3. Manage social media handles	3. properly managed social media handles	Not changed	Improvement
5. Designing of Ecards and other educational materials	Designed Ecard and educational materials	Not changed	Improved

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Kindly approve	Employee fulfilled all the targets

### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Discharging my duties with due diligence and highest degree of professionalism	high level of professionalism displayed by the employee

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Senior Management Course	1 month	Managerial
Supervisory	2 weeks	Supervisory

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
	The training will enhance employee efficiency

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations