



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150278	Staff Name:	Seinadu Ntirah Loice
ID Number:	25306697	Employee E-mail:	loice.ntira@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	33-Narok County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Susie Kidemi Namunyak	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Susie Kidemi Namunyak	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES
To secure public institutional Land
To enhance corporate image of the commission through County Office
To improve work environment
To receive applications for renewal of leases
To conduct field work for verification
To Develop comprehensive public land inventory and Data base

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To receive complaints from the clients/public	No. of files of complainants			95	0
To anticipate on AJS data collection	No. of AJS cases filed			90	0
To receive application for extension of leases	No. of applications submitted to land			99	0
Conducting site visits	Ground report and photographs			0	0
Writing minutes in every meeting	No. of minutes taken			93	0
To document public institutions land	public utility inventory file			90	0
To document public institutions land	public utility inventory file			90	0
Total Appraisee Score on Performance Targets				557.00	0.00
Mean Appraisal Scores				79.57%	0%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
target achieved	The targets are SMART.

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
Core Competencies	Innovativeness	Very Good - Upto 100%
Managerial and Supervisory Competence	Accountability in Managing Resources	Good - Between 80% and 99%
Values	Respect for National /Gender Diversity	Good - Between 80% and 99%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
results achieved through hard work	Good performance.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
supervisory skills	two weeks	supervisory management course
CUSTOMER CARE SKILLS	two weeks	CUSTOMER CARE MANAGEMENT

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Improve my customer care skills	Training is necessary.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The targets were met.	There's need for training for further development of the Officers skills.