



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210636	<b>Staff Name:</b>	Gladys Wacera Njeri
<b>ID Number:</b>	29295626	<b>Employee E-mail:</b>	gladys.njeri@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2023-2024
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Jacinta Gitau Muthoni	<b>Immediate Supervisor Designation:</b>	Deputy Director
<b>Second Supervisor:</b>	Jacinta Gitau Muthoni	<b>Supervisor Designation:</b>	Deputy Director

DEPARTMENTAL OBJECTIVES
Ensure efficient and effective administration services
Effective cost management and efficient internal control systems
Enhanced efficiency in commission services

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Creation of a tracking correspondence file for outgoing mails.	File availability	1	1	100	100
Ensuring the office is well equipped with supplies and stationery.	Requisition and restocking.	13	12	108	100
Increase workplace organization by researching on efficient ways of sorting files and data.	Arrangement and storage of files in the office.	Entered one thousand letters in the register	500	200	100
Prioritization of work/task	Delivery timeline of letter /memos in various directorates.	Dispatching a thousand letters per year.	500	200	100
Creation of a tracking correspondence file for outgoing mails.	File availability	1	1	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>708.00</b>	<b>500.00</b>
<b>Mean Appraisal Scores</b>				<b>141.6%</b>	<b>100%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Achievable goals that will ensure continuous learning and growth.	Targets set are achievable



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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
I achieved the targets I set and surpassed some.	The Officer has achieved and surpassed some of her targets

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Creation of a tracking correspondence file for outgoing mails.	File availability	Receiving and recording county documents.	Good
Ensuring the office is well equipped with supplies and stationery.	Requisition and restocking.	Filing all stationery requests and marking out all supplies available for dispatch.	Good
Increase workplace organization by researching on efficient ways of sorting files and data.	Arrangement and storage of files in the office.	Dispatching all documents the specific marked departments and having a soft documentation to help track the docs.	Good
Prioritization of work/task	Delivery timeline of letter /memos in various directorates.	Making sure county document are received only at our office	Good
Creation of a tracking correspondence file for outgoing mails.	File availability	Making sure the filing is up to date	Good

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
To consistently deliver high-quality work	Targets are on course

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	Professionalism	Excellent - Higher Than 100%
Core Competencies	Integrity	Excellent - Higher Than 100%
Core Competencies	Innovativeness	Excellent - Higher Than 100%
Core Competencies	Independence	Excellent - Higher Than 100%
Core Competencies	Efficiency	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Planning and Organizing	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Accountability in Managing Resources	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Anticipating Risks and Taking Measures to Mitigate against them	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Judgement and Objectivity	Excellent - Higher Than 100%



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Managerial and Supervisory Competence	Promoting use of Information Technology	Excellent - Higher Than 100%
Values	Respect for National /Gender Diversity	Excellent - Higher Than 100%
Values	Meritocracy	Excellent - Higher Than 100%
Values	Fairness	Excellent - Higher Than 100%
Values	Confidentiality	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
	The officer goes beyond the call of duty. An Excellent team player who is highly organized

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Filing skill	2 months	Record keeping
GIS FOR LAND ADMINISTRATION AND MANAGEMENT	3 months	Management.

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will help with management of files.	I recommend the officer to be facilitated to undertake the GIS course

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The officer is very good at her work .She is capable of achieving more than a 100 percent	Training on GIS will add value to her contribution in land administration