



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150420	Staff Name:	James Mokogi Nyachieo
ID Number:	29004236	Employee E-mail:	james.mokogi@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	46-Nyamira County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Henry Ondara	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Henry Ondara	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
General clerical work - Record keeping, filing, photocopy and reception	Files and records			0	0
Drafting minutes of staff monthly meetings	Minutes			0	0
Drafting letters and correspondences	File correspondences			0	0
Maintenance of Commission assets	Asset register in place			0	0
Preparation of quarterly and annual reports	Reports filed			0	0
Tracking incoming / outgoing mails	Incoming / outgoing mail register Delivery book			0	0
Customer services - attending to clients on daily basis	Daily attendance register Visitors book			0	0
Opening / closing of offices	Duty roster			0	0
Updating of court cases register	Updated court 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
Targets are achievable	Targets 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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
General clerical work - Record keeping, filing, photocopy and reception	Files and records	none	no target changed
Drafting minutes of staff monthly meetings	Minutes	none	no target changed
Drafting letters and correspondences	File correspondences	none	no target changed
Maintenance of Commission assets	Asset register in place	none	no target changed
Preparation of quarterly and annual reports	Reports filed	none	no target changed
Tracking incoming / outgoing mails	Incoming / outgoing mail register Delivery book	none	no target changed
Customer services - attending to clients on daily basis	Daily attendance register Visitors book	none	no target changed
Opening / closing of offices	Duty roster	none	no target changed
Updating of court cases register	Updated court register	none	no target changed

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS

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	
	Targets achievable	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
customer care	2 weeks	customer care course



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Records management	2 weeks	Records management course
Land management and administration	4 weeks	administration course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
The training will help me to achieve my targets	Training necessary for realization of mandate	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	