



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150271	Staff Name:	Hassan Issack Adan
ID Number:	27380242	Employee E-mail:	hassan.issack@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	32-Nakuru County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Appraisee Reviewed
Immediate Supervisor:	Frank Kibelekenya Kosiom	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Frank Kibelekenya Kosiom	Supervisor Designation:	County Coordinator

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

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. To ensure proper filing system on a daily basis	Number of files	over 30 files opened		150	0
2.To attend to clients and inquiries on daily basis	Visitors book and drafted letters	Attended over 50 clients		120	0
3. To conduct public awareness on the mandates and roles of the commission	Number of reports and photos	Reports in place		130	0
4.To draft minutes on all relevant meetings	Number of minutes drafted	5 meetings attended and minutes taken		150	0
5.To receive applications for allotment letters	Number of allotment letters received	10 allotment letters		180	0
6. To assist in compiling four quarterly reports	Number of reports	4 quarterly reports prepared		200	0
Total Appraisee Score on Performance Targets				930.00	0.00



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Mean Appraisal Scores		155%	0%
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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Set targets are achievable	

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 believe i achieved the set targets	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. To ensure proper filing system on a daily basis	Number of files	Target added	Files well maintained and number
2.To attend to clients and inquiries on daily basis	Visitors book and drafted letters	Target added	Visitors book in place
3. To conduct public awareness on the mandates and roles of the commission	Number of reports and photos	Target maintained	Public awareness so far conducted
4.To draft minutes on all relevant meetings	Number of minutes drafted	Target added	All meetings attended and minutes drafted and filed
5.To receive applications for allotment letters	Number of allotment letters received	Target maintained	Allotment letters file in place
6. To assist in compiling four quarterly reports	Number of reports	Target added	Quarter 1 and 2 reports compiled and submitted

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Set targets achieved so far	Target achievable

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
I believe to be professional in delivering my duties	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
1.Land administration skills	two weeks	Land administration related skills



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2.Record management training	1 week	Record management
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
I am requesting to be considered on this trainings when available		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	