



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210579	<b>Staff Name:</b>	Dire Lolo Gaso
<b>ID Number:</b>	27736428	<b>Employee E-mail:</b>	dire.gaso@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>	Female
<b>Work Station</b>	42-kisumu County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Protas Appida Otieno	<b>Immediate Supervisor Designation:</b>	Principal Land Administration
<b>Second Supervisor:</b>	Protas Appida Otieno	<b>Supervisor Designation:</b>	Principal Land Administration

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Taking minutes in staff and other relevant meetings	Copies of minutes.	10	125	125	125
Request for provision of office equipment, assets and stationery.	Letter to supplies department requesting for office equipment, assets and stationery.	Made a no. of request to the Head office for provision of quipment and stationery	100	100	100
Ensure high standards of cleanliness in the office, boardroom and washroom.	Clean office, boardroom and washroom.	Cleanliness in the office is well maintained	100	100	100
Assisting county coordinator in managing staff.	Inspected staff attendance register, memos forwarding leave roaster to the county coordinator for approval.	Assisted the County coordinator to manage staff attendance and leave roaster.	100	100	100
Managing office motor vehicle	Work ticket.	Motor vehicle is well managed.	100	100	100
Represent county coordinator in departmental meetings	Minutes.	The County coordinator was well represented in departmental meetings.	100	100	100



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<b>Total Appraisee Score on Performance Targets</b>		<b>625.00</b>	<b>625.00</b>
<b>Mean Appraisal Scores</b>		<b>104.17%</b>	<b>104.17%</b>

<b>APPRAISEE'S COMMENTS ON TARGET SETTING</b>	<b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b>
The targets are achievable.	The targets were set and agreed upon with the appraisee.

<b>APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>	<b>IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>
I have worked unto my best of knowledge and intergrity to achieve my set target.	The appraisee has done well given the problems we had with supplies department.

<b>MID YEAR REVIEW</b>			
<b>Agreed Performance Target</b>	<b>Performance Indicator</b>	<b>Target changed or Added</b>	<b>Remarks</b>
Taking minutes in staff and other relevant meetings	Copies of minutes.	Target remained the same	By mid year i had managed to take five meeting minutes.
Request for provision of office equipment, assets and stationery.	Letter to supplies department requesting for office equipment, assets and stationery.	Target remained the same	By mid year i had requested for office stationery and assets.
Ensure high standards of cleanliness in the office, boardroom and washroom.	Clean office, boardroom and washroom.	Target remained the same	By mid year the office cleanliness was well maintained.
Assisting county coordinator in managing staff.	Inspected staff attendance register, memos forwarding leave roaster to the county coordinator for approval.	Target remained the same	By mid year i had inspected some staff attendance register, memos forwarding leave roaster to the county coordinator for approval.
Managing office motor vehicle	Work ticket.	Target remained	By mid year office Motor vehicle was well manatained and managed
Represent county coordinator in departmental meetings	Minutes.	Target remained.	By mid year i had managed to represent the county coordinator in Two meetings.

<b>MID YEAR APPRAISEES'S COMMENTS</b>	<b>MID YEAR IMMEDIATE SUPERVISORS COMMENTS</b>
By mid year i had achieved half of my set targets hence theres was no need of changing.	The appraisee has performed his duties well and on course to achieve his targets.

<b>VALUES AND STAFF COMPETENCIES APPRAISAL</b>		
<b>Criteria Cluster</b>	<b>Appraisee's Values and Competencies</b>	<b>Immediate Supervisor Comments</b>



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE	
I carry my duties with professionalism.		The appraisee carried out her duties with sound professionalism.	
STAFF TRAINING AND DEVELOPMENT NEEDS			
Training & Development Needs	Duration	Type of Training	
Supervisory skills	3 weeks	Supervisory skills	
Minutes writing skills	3 weeks	Minutes writing skills	
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
If am trained in the stated areas I will perform my efficiently.		The appraisee needs the above trainings for her daily work.	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS			
Second Supervisor Comments	Second Supervisor Recommendations		
She performs her Work with a lot of professionalism.	If she is trained on the stated area she will perform her work well.		