



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150182	Staff Name:	Sussy Kadesa
ID Number:	24271386	Employee E-mail:	sussy.kadesa@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	26-Trans Nzoia County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Simon Kipkoech Chebii	Immediate Supervisor Designation:	Chief Land Administration Offi
Second Supervisor:	Simon Chebii Kipkoech	Supervisor Designation:	Chief Land Administration Offi

DEPARTMENTAL OBJECTIVES

1. To secure public institutional land
2. To enhance access to alienated and unalienated public land for development
3. To develop a comprehensive public land inventory and data base
4. To regularize urban land allocations
5. To mainstream land use planning in the national and county development agenda
6. To provide redress to land disputes
7. To provide redress to Historical Land Injustices (HLI)
8. To enhance corporate image of the Commission through County office
9. To improve work environment
10. To ensure financial sustainability
11. To strengthen internal systems and processes for efficient service delivery

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Attend monthly staff meeting	Attendance list/Minutes	Attended convened meetings		100	100
Advice, interpret and implement Human resource policies in the County	Adherence to Human resource policies	Adherence to human resource policies		120	100



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Assist in the conduct/filing of mid-year and annual staff performance appraisal for all staff in the County within the stipulated timelines in the Commission Performance Management Cycle	Mid-Year Review and final appraisal done	Filing of mid-year and annual staff performance appraisal done		100	102
Assist in target setting for all staff in the County in the Commission Performance Management Cycle	Targets set by staff	Targets set by all NLC staff in the county		120	100
Offer advisory where necessary or refer on land related matters	Daily Occurrence Book (DOB), Reports or Letters	Offered advisory where necessary		120	110
Total Appraisee Score on Performance Targets				560.00	512.00
Mean Appraisal Scores				112%	102.4 %

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set are achievable given necessary support and facilitation.	Targets not changed

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
low staff welfare and morale	PERFORMED WELL

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Attend monthly staff meeting	Attendance list/Minutes	Target not changed	No meetings in the period
Advice, interpret and implement Human resource policies in the County	Adherence to Human resource policies	Target not changed	Adherence to Human resource policies in the County
Assist in the conduct/filing of mid-year and annual staff performance appraisal for all staff in the County within the stipulated timelines in the Commission Performance Management Cycle	Mid-Year Review and final appraisal done	Target not changed	Assisted the Coordinator in the conduct/filing of mid-year and annual staff performance appraisal for all staff in the County
Assist in target setting for all staff in the County in the Commission Performance Management Cycle	Targets set by staff	Target not changed	Assisted in target setting for all staff in the County
Offer advisory where necessary or refer on land related matters	Daily Occurrence Book (DOB), Reports or Letters	Target not changed	Offered advisory where necessary or referred to the Coordinator on land related matters



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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets not set against a detailed job description.	reviewed

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
	very good

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Previous training requests never met. On the job training not adequate.	no training at all

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
performed well	training on senior management course to be undertaken by the officer