



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150455	Staff Name:	Teresa Chuluke Wario
ID Number:	29961806	Employee E-mail:	teresa.wario@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2018-2019
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	22-Kiambu County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Appraisee Reviewed
Immediate Supervisor:	Bellinda Akoth Akello	Immediate Supervisor Designation:	Deputy Director
Second Supervisor:	Bellinda Akello Akoth	Supervisor Designation:	Deputy Director

DEPARTMENTAL OBJECTIVES
To facilitate access and use of land for social-economic and environmental suitability
To create awareness through advocacy, coordination and information,dissemination on the role of NLC.
To enhance secure,storage,access and retrieval of public land information.
To facilitate resolution of disputes and conflicts on land and land based resources.

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. site visits on the ground for 50 clients from 1st July to 30th June 2019	1.site reports on the files	100		100	0
receiving 200 documents for title application and filling them	filled document in the cabinet	120		120	0
receiving 300 clients from 1st July to 30th June 2019	client register in place	110		110	0
receiving 10 ADR cases from 1st July 2018 to 30th June 2019	ADR files well arranged	130		130	0
Total Appraisee Score on Performance Targets				460.00	0.00
Mean Appraisal Scores				115%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
my duties as per my job description are well carried out	



INDIVIDUAL APPRAISAL REPORT

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
1. site visits on the ground for 50 clients from 1st July to 30th June 2019	1.site reports on the files	none	target not changed
receiving 200 documents for title application and filling them	filled document in the cabinet	none	target not changed
receiving 300 clients from 1st July to 30th June 2019	client register in place	none	target not changed
receiving 10 ADR cases from 1st July 2018 to 30th June 2019	ADR files well arranged	none	target not changed

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
i was able to perform by duties as per my job description	Please indicate the targets for review.

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 carried my duties diligently without much supervision	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
record managment	6 weeks	management course
administrative assistance	4 weeks	administration
office technology and E- data entry	6 weeks	IT

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
with training i will be able to carry out my duties diligently.	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations



INDIVIDUAL APPRAISAL REPORT

--	--