



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20170494	<b>Staff Name:</b>	Leah Naisialoi Ntimama
<b>ID Number:</b>	31139335	<b>Employee E-mail:</b>	leah.naisialoi@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>	32-Nakuru County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Appraisee Reviewed
<b>Immediate Supervisor:</b>	Frank Kibelekenya Kosiom	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	Frank Kibelekenya Kosiom	<b>Supervisor Designation:</b>	County Coordinator

DEPARTMENTAL OBJECTIVES
1.1.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 facilitate resolution of dispute and conflicts on land and land based resources
4.To enhance secure storage,access and retrieval of public land information
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AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Drafting of all relevant meetings	Minutes.	sixteen meetings prepared		187	0
2. Attending to clients on daily basis	Visitors book	35		170	0
3. Coordinate public awareness on the mandate of NLC	Reports and photos	10		182	0
4. Collecting/keeping of data on public land inventory	Public land inventory	51		193	0
5. Assist in writing quartely reports	Reports	4		200	0
6. Ensure proper filing system on daily basis	Number of files	70		200	0
<b>Total Appraisee Score on Performance Targets</b>				<b>1132.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>188.67%</b>	<b>0%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
I believe to achieve the set targets.	Truly 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
more training needed to enhance effectiveness and deliverance of services.	

### MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Drafting of all relevant meetings	Minutes.	Target added	All minutes drafted and filed
2. Attending to clients on daily basis	Visitors book	Target added	Visitors book in place
3. Coordinate public awareness on the mandate of NLC	Reports and photos	Target changed	Reports in place
4. Collecting/keeping of data on public land inventory	Public land inventory	Target maintained	Inventory in place
5. Assist in writing quartely reports	Reports	Target maintained	All reports done
6. Ensure proper filing system on daily basis	Number of files	Target added	Files well maintained

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Target achievable.	Good progress.

### 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
There is need to provide adequate required resources and empowerment of employees.	

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
1. Customer care and public relations training	1 week	Customer care management
2. Land administration trainings	1 week	Land administration
ksg leadership and administration skills.	1 month	supervisory management



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I am requesting to be offered above trainings.	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations