



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150437	Staff Name:	Gladys Jepchumba Kigen
ID Number:	25084282	Employee E-mail:	gladys.kigen@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	30-Baringo County	Job Grade:	NLC9
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Japhet Gikunda Mnkanata	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Japhet M'Nkanata Gikunda	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. opening and closing office by 8am and 5pm	Duty roster	Achieved	duty fully performed	85	90
2. Dispatch of mails on daily basis	dispatch book	successfully received	achieved fully	80	80
3. Prepare office tea before 10:00am	Ready tea	Achieved	achieved fairly	70	70
4. Assist conduct 12 public awareness programme annually on NLC mandate	Report site photos attendance list	12		75	75
5. Drafting of staff meeting minutes within 2 days after the meeting	Minute done	12	fairly achieved	77	75
6. Update of inventory book on daily basis	inventory book	Achieved	achieved	79	80
Total Appraisee Score on Performance Targets				466.00	470.00
Mean Appraisal Scores				77.67%	78.33%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets were met and achieved .	The officer performed duties has discussed and agreed during target setting.



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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
The targets were achieved and i propose if possible we get a lot of training to achieve more targets.	The officer performed the duties as agreed although there were challenges in respect to provision of necessary tools and equipment's.

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. opening and closing office by 8am and 5pm	Duty roster	no change	well done
2. Dispatch of mails on daily basis	dispatch book	no change	successfully done
3. Prepare office tea before 10:00am	Ready tea	no change	achieved
4. Assist conduct 12 public awareness programme annually on NLC mandate	Report site photos attendance list	no change	Report done
5. Drafting of staff meeting minutes within 2 days after the meeting	Minute done	more than 50 letters	successfully achieved
6. Update of inventory book on daily basis	inventory book	no change	successfully

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Striving hard to achieve the set targets	The targets were agreed

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
To achieve the set targets i should be always discipline in all my daily duties.	

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
supervisory skills	3weeks	supervisory management course
supervisory skills	3weeks	supervisory management course



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
wish to have the training so as to acquire skills to apply in our fields.	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The officer performed her duties agreed and works without supervision	She is self -driven and motivated and only needs to be facilitated