



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150278	Staff Name:	Seinadu Ntirah Loice
ID Number:	25306697	Employee E-mail:	loice.ntira@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2016 - 2017
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	33-Narok County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Henry Wanyundi Omukamani	Immediate Supervisor Designation:	Nlc county coordinator
Second Supervisor:	Henry Wanyundi Omukamani	Supervisor Designation:	Nlc county coordinator

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1.Records management 2.Asset management 3.Preparation of quarterly report 4.Customer care and satisfaction	1}Updated file Updated records register 2}Updated asset register Tagged assets 3}Updated quarterly report 4]Distribution of awareness materials e.g calendars Attending stakeholders meetings Attending customers complaints 3]	95%	Targets achieved as planned.	99	99
1.Records management 2.Assets management 3.Preparation of quarterly reports 4.Customer care and satisfaction	1._ Updated files _ Updted records register 2._ Updated assets register _ Assets tagging 3._ Updated quarterly report 4._ Distribution of awareness materials e.g calendars _ Stakeholders meetings _ Attending to customer complaints _		Results achieved as planned	0	99
Total Appraisee Score on Performance Targets				99.00	198.00
Mean Appraisal Scores				49.5%	99%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets were set amicably	Targets set amicably

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.Records management 2.Asset management 3.Preparation of quarterly report 4.Customer care and satisfaction	1}Updated file Updated records register 2}Updated asset register Tagged assets 3}Updated quarterly report 4}Distribution of awareness materials e.g calendars Attending stakeholders meetings Attending customers complaints 3]	-	50 percent

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
	No target variations

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Independence	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Judgement and Objectivity	Excellent - Higher Than 100%
Values	Confidentiality	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Adhere to the rule of law ,values and core competences.Make use of managerial and supervisory with values and confidentiality.	The appraisee is a dependable staff member.



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Skills on civic education	1-3 weeks	Awareness promotion
customer care	2 weeks	customer management and satisfaction

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
There was no formal training during the appraisal period except on the job training.	No formal training done during the appraisal period.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The appraisee has generally done well.	Formal line training is recommended.