



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150280	<b>Staff Name:</b>	Toto Parapara Tabitha
<b>ID Number:</b>	21607413	<b>Employee E-mail:</b>	tabitha.parapara@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2023-2024
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	42-kisumu County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Appraisee
<b>Immediate Supervisor:</b>	Protas Appida Otieno	<b>Immediate Supervisor Designation:</b>	Principal Land Administration
<b>Second Supervisor:</b>	Protas Appida Otieno	<b>Supervisor Designation:</b>	Principal Land Administration

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Attending to clients queries/inquiries (No. 200)	No. of clients attended to. Diary book			0	0
Drafting of office correspondences	Outgoing mail book, delivery book.			0	0
Preparation of quarter reports (No.4)	No. of reports prepared and sent.			0	0
Keeping of office records.	Office files Digital records			0	0
Updating of public land inventory records (No. 50)	Updated public land register.			0	0
Conducting Site visits on behalf of the County coordinator (No.6)	Site inspection reports Parcel No.			0	0
Preparations of office work plan. (No. 1)	Work plan prepared and submitted.			0	0
<b>Total Appraisee Score on Performance Targets</b>				<b>0.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>0%</b>	<b>0%</b>

## APPRAISEE'S COMMENTS ON TARGET SETTING

## IMMEDIATE SUPERVISOR'S ON TARGET SETTING

## 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



## INDIVIDUAL APPRAISAL REPORT

<b>Agreed Performance Target</b>	<b>Performance Indicator</b>	<b>Target changed or Added</b>	<b>Remarks</b>
<b>MID YEAR APPRAISEES'S COMMENTS</b>		<b>MID YEAR IMMEDIATE SUPERVISORS COMMENTS</b>	
<b>VALUES AND STAFF COMPETENCIES APPRAISAL</b>			
<b>Criteria Cluster</b>	<b>Appraisee's Values and Competencies</b>	<b>Immediate Supervisor Comments</b>	
<b>APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES</b>		<b>IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE</b>	
<b>STAFF TRAINING AND DEVELOPMENT NEEDS</b>			
<b>Training &amp; Development Needs</b>	<b>Duration</b>	<b>Type of Training</b>	
<b>APPRAISEE'S COMMENTS ON TRAINING &amp; DEVELOPMENT NEEDS</b>		<b>IMMEDIATE SUPERVISOR COMMENTS ON TRAINING &amp; DEVELOPMENT NEEDS</b>	
<b>SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS</b>			
<b>Second Supervisor Comments</b>		<b>Second Supervisor Recommendations</b>	