



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20160462	<b>Staff Name:</b>	Vugutza Jackline Kedogo
<b>ID Number:</b>	26223948	<b>Employee E-mail:</b>	jackline.kedogo@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	23-Turkana County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	James Wangiros Long'ole	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	James Wangiros Long'ole	<b>Supervisor Designation:</b>	County Coordinator

DEPARTMENTAL OBJECTIVES
1.To enhance secure,storage,access and retrieval of public land information
2.To create awareness through advocacy,coordination and information dissemination on the role of NLC
3.To facilitate resolution of disputes and conflicts on land and land based resources
4.To facilitate access and use of land for socio-economc and environmental sustainability

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1.filing and retrieval of documents and letters.	filed copies of documents/letters ,storage in soft copy.	Number of files and documents retrieved	Agreeble	80	80
2.updating asset register.	copy of asset register,records of available assets details,copy of consignment list.	One asset register updated	in concurence	90	90
3.Receiving,guiding and advising clients.	Records of personal details of clients,records of clients visiting dates and contacts,signing visitors book,filing of clients documents ,clients register,records of note-taking.	50 number of visitors received and guided	in concurence	85	85
4.keeping clients register.	Copy of clients register,records of clients personal details(contacts)	one client register updated	one register done	90	85
5.collection of data.	Copy of questionnaires,summmary of collected data in soft copy,filled questionnaires,copy of introduction letter.	Data collected	in concurence	80	80
6.Registration of disputes.	Copy of land disputes register,filed copies of land disputes, records of disputants personal details.	50 number of disputes recorded	agreeble	95	90



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7.Drafting minutes of meeting.	Signed copy of minutes,attendance list,notice of the meeting.	Number of minutes drafted	in concurrence	80	80
8.Drafting official communication	Copies of signed documents,delivery book,filed copies of communication documents/letters.	official communication drafted	drafted official communications therein	80	80
9.Receiving packages,documents and letters.	Filed copies of received documents /letters,acknowledgement signature/stamp from the recipient,records of packages/documents/letters.	25 number of letters and documents received	agreeable	80	70
10.Dispatching packages,documents and letters.	Delivery book,filed copies of dispatched documents/letters,receipts of dispatched packages.	20 packages and letters dispatched	letters and packages dispatched as captured	80	75
11.Represent the commission in various forums.	Photographs,copy of reports,signed attendance list,copy of invitation letter.	commission represented in three forums	agreeable	70	70
12.Receiving coding/retrieving documents and letters.	Filed copies of received,coded and retrieved documents.	15 documents received and filed	in concurrence	80	70
<b>Total Appraisee Score on Performance Targets</b>				<b>990.00</b>	<b>955.00</b>
<b>Mean Appraisal Scores</b>				<b>82.5%</b>	<b>79.58 %</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are realistic as set	Targets are realistic and achievable

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
Achieved enough regardless of a wide range of challenges	Regardless of challenges, achieved best. Strive to achieve more

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
2.updating asset register.	copy of asset register,records of available assets details,copy of consignment list.	No Change of Target	ongoing



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3.Receiving,guiding and advising clients.	Records of personal details of clients,records of clients visiting dates and contacts,signing visitors book,filing of clients documents ,clients register,records of note-taking.	No Change of Target	ongoing
4.keeping clients register.	Copy of clients register,records of clients personal details(contacts)	No Change of Target	in progress
6.Registration of disputes.	Copy of land disputes register,filed copies of land disputes, records of disputants personal details.	No Change of Target	in progress
7.Drafting minutes of meeting.	Signed copy of minutes,attendance list,notice of the meeting.	No Change of Target	in progress
8.Drafting official communication	Copies of signed documents,delivery book,filed copies of communication documents/letters.	No Change of Target	ongoing
9.Receiving packages,documents and letters.	Filed copies of received documents /letters,acknowledgement signature/stamp from the recipient,records of packages/documents/letters.	No Change of Target	ongoing
10.Dispatching packages,documents and letters.	Delivery book,filed copies of dispatched documents/letters,receipts of dispatched packages.	No Change of Target	in progress
11.Represent the commission in various forums.	Photographs,copy of reports,signed attendance list,copy of invitation letter.	No Change of Target	progressing
12.Receiving coding/retrieving documents and letters.	Filed copies of received,coded and retrieved documents.	No Change of Target	ongoing

### MID YEAR APPRAISEES'S COMMENTS

Good progress so far

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Agreeing with the level and progress

### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Good - Between 80% and 99%



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
	strive to aim higher

STAFF TRAINING AND DEVELOPMENT NEEDS	
Training & Development Needs	Duration
customer care training	one month

### Type of Training

customer care skills

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Requirement for capacity building	Need for capacity building

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
overall good performance	need to do much ,more in next FY