



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20160463	<b>Staff Name:</b>	Melky Elim Ejoro
<b>ID Number:</b>	30306521	<b>Employee E-mail:</b>	melky.elim@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2016 - 2017
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<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>	Olindo Ndeda Eric	<b>Immediate Supervisor Designation:</b>	COUNTY COORDINATOR
<b>Second Supervisor:</b>	Olindo Ndeda Eric	<b>Supervisor Designation:</b>	COUNTY COORDINATOR

## DEPARTMENTAL OBJECTIVES

- 1.ensure efficient and effective service provision to land actors and stakeholders in Turkana County
- to facilitate proper management of land sector document and data in Turkana County
- to ensure land sector actors and other stakeholders understanding and knowledge of NLC mandate and functions at the County

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1.writing and filing minutes	copy of notice,attendance list,copy of invitation letters,copy of minutes	6	6	75	75
2.writing and dispatching of official communication documents	filed copies of documents,list of recipients,delivery book,	10	10	110	100
3.collection and collation of data	copy of questionnaire,filed questionnaires,summary of collected data in soft copy,copy of introduction letters	4	4	100	100
4.providing customer care to clients	records of clients information,signing of visitors book,filed copies of client's document,copy of official respond to client	10	10	100	100
5.participation in publicity meeting	copies of invitation letters,photographs of participants,visitors' book,attendance list	2	2	66	60
6.preparation and filing of activity report	photographs,participants list,copies of reports,signed attendance list	1	1	33	30
<b>Total Appraisee Score on Performance Targets</b>				<b>484.00</b>	<b>465.00</b>
<b>Mean Appraisal Scores</b>				<b>80.67%</b>	<b>77.5%</b>



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
targets agreed between me and my supervisor were executed to a larger extend but not to 100%,this was caused by factors beyond my control and organization targets were a bit high.	The officer's targets as set were realistic, achievable and specific. However, full achievement was not realized due to limited facilitation of outreach activities.

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
i was able to achieve 100% on the top 4 of the agreed performance target, except on bottom 2 which i was not able to achieve as per standards due to lack of participation in publicity assignments and lack of guide on preparing and filling reports.	The performance of the officer was satisfactory although he has potential to improve to good, even hitting excellence levels.

### MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1.writing and filing minutes	copy of notice,attendance list,copy of invitation letters,copy of minutes	8	the was increase in the targets.
2.writing and dispatching of official communication documents	filed copies of documents,list of recipients,delivery book,	9	there was increase in the targets
3.collection and collation of data	copy of questionnaire,filled questionnaires,summary of collected data in soft copy,copy of introduction letters	4	there was increase in the targets
4.providing customer care to clients	records of clients information,signing of visitors book,filed copies of client's document,copy of official respond to client	10	the targets increased
5.participation in publicity meeting	copies of invitation letters,photographs of participants,visitors' book,attendance list	3	targets remained constant
6.preparation and filing of activity report	photographs,participants list,copies of reports,signed attendance list	3	targets remained constant

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
out of the overall 6 agreed performance targets i managed to increase the targets levels of 4 of them.2 of the performance targets remained constant.	The officer's increased targets could potentially be achieved, even surpassed, barring any challenges at the area of work



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### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Fair - Between 60% and 79%
Core Competencies	Professionalism	Fair - Between 60% and 79%
Core Competencies	Integrity	Good - Between 80% and 99%
Core Competencies	Innovativeness	Fair - Between 60% and 79%
Core Competencies	Independence	Good - Between 80% and 99%
Core Competencies	Efficiency	Good - Between 80% and 99%
Core Competencies	Transparency and Accountability	Good - Between 80% and 99%
Values	Respect for National /Gender Diversity	Good - Between 80% and 99%
Values	Meritocracy	Fair - Between 60% and 79%
Values	Fairness	Good - Between 80% and 99%
Values	Confidentiality	Good - Between 80% and 99%

### APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

i am confident on my level of competence in delivering NLC core values and its mission.i can confidently say i performed well except in a few areas due to various factors and if NLC will streamline those factors,for instance ,schedule session that e

### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

Mr. Ejore Elim is a good officer, who has fair level of competency. with guidance and advisory, the officer is likely to strengthen them. further, he has exhibited a good practice of values ad reviewed.

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
1.application of ICT training	14 days	operational training
2.file management	7 days	operational training
3.skills in alternative dispute resolution on land laws	14 days	operational training
4.training in document preparation and management	7 days	operational training

### APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

I really request the head office to organize training on the missing skill i have highlighted above so that i would be able to perform better.I also suggest the head office to regularly schedule sessions that aims on personal development and professi

### IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

This officer has not had the advantage of participating and attending any sessions organized by the commission to strengthen and develop requested skills

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

#### Second Supervisor Comments

#### Second Supervisor Recommendations



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The officer served satisfactorily during the year. He has potential to improve, if developed through capacity building training.

I recommend that he provided with clerical proficiency training.