



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20170494	<b>Staff Name:</b>	Leah Naisialoi Ntimama
<b>ID Number:</b>	31139335	<b>Employee E-mail:</b>	leah.naisialoi@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>	32-Nakuru County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Frank Kibelekenya Kosiom	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	Frank Kibelekenya Kosiom	<b>Supervisor Designation:</b>	County Coordinator

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

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Drafting of staff meeting minutes	Minutes		Target achieved as agreed	95	90
2. Attending to clients on daily basis	Visitors' book		Target achieved as agreed	90	88
3. Assist in conducting public awareness on the mandates of NLC.	Reports and photos		Target achieved as agreed	91	89
4. Collecting /keeping of data on public land	Public land inventory.		Target achieved as agreed	94	92
5. Assist in writing quarterly reports	Reports		Target achieved as agreed	100	93
6. Ensure proper filing system on daily basis	Number of files		Target achieved as agreed	110	95
<b>Total Appraisee Score on Performance Targets</b>				<b>580.00</b>	<b>547.00</b>
<b>Mean Appraisal Scores</b>				<b>96.67%</b>	<b>91.17 %</b>



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
I think to have achieved the set targets.	Truly 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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I believe to be professional efficient and in the duties and responsibilities assigned.	Very good public relation

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Land administration skills	two weeks	Land administration related skills
Customer care and public relations training	3 weeks	Customer care management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I wish to be considered for the above training once available.	More trainings needed.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations