



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20220673	Staff Name:	Samuel Thuita Gatei
ID Number:	23531828	Employee E-mail:	samuel.thuita@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	CC&A	Appraisal Status	Supervisor
Immediate Supervisor:	Sylvia Kore Kanao	Immediate Supervisor Designation:	Principal Corporate Communication Officer
Second Supervisor:	Walter Hesbon Ooko Menya	Supervisor Designation:	Head Corporate Communication and Advocacy

DEPARTMENTAL OBJECTIVES

To enhance corporate Image of the Commission

To promote good corporate governance

Improve Visibility

To conduct public education and advocacy

Cordination of partnerships and linkages

Manage both internal and external communication

Management of customer care

To capture and archive all Commission activities and events

To provide Hansard services to the Commission

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Achieve a 95% on-time completion rate for photography/videography projects.	Exceed project deadlines as outlined in project briefs	All Commission activities and projects covered	96	96	120



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Maintain an average client satisfaction rating of 4.5 out of 5 for the quality of photos/videos delivered.	Collect client feedback through surveys or reviews	Positive feedback on photos and videos published on the commission's social media pages	100	100	150
Technical Proficiency: Attend at least one relevant training or workshop during the review period.	Provide certificates of completion for attended workshops	Attended self sponsored training	70	90	100
Equipment Maintenance: Complete a quarterly check of all photography/videography equipment.	Provide records of any equipment repairs or upgrades made during the review period.	1.All cameras checked and in good working condition 2.Kept inventory of videography and photography equipment	80	99	100
Meeting Project Budgets: Complete projects within the allocated budget 90% of the time.	Provide explanations for any budget overruns and document corrective actions taken.	Completed all projects within the set budgets	100	100	100
Continuous Improvement: Implement at least one improvements in the photography/videography process.	Monitor feedback from team members and stakeholders regarding the impact of implemented improvements.	Attended an online course and learnt to use editing software Lightroom	80	96	100
Total Appraisee Score on Performance Targets				581.00	670.00
Mean Appraisal Scores				96.83%	111.67%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are realistic and achievable if provided with necessary support	
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
	Great improvement,with adequate funds and resource employee can do more



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Achieve a 95% on-time completion rate for photography/videography projects.	Exceed project deadlines as outlined in project briefs	target not changed	Performance at 60% and ongoing
Maintain an average client satisfaction rating of 4.5 out of 5 for the quality of photos/videos delivered.	Collect client feedback through surveys or reviews	Target unchanged	Positive reviews from clients
Technical Proficiency: Attend at least one relevant training or workshop during the review period.	Provide certificates of completion for attended workshops	Target unchanged	Performance ongoing
Equipment Maintenance: Complete a quarterly check of all photography/videography equipment.	Provide records of any equipment repairs or upgrades made during the review period.	Target added	To be issuing cameras whenever they are taken outside office
Meeting Project Budgets: Complete projects within the allocated budget 90% of the time.	Provide explanations for any budget overruns and document corrective actions taken.	Target unchanged	Performance ongoing
Continuous Improvement: Implement at least one improvements in the photography/videography process.	Monitor feedback from team members and stakeholders regarding the impact of implemented improvements.	Target Unchanged	Performance ongoing

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I am grateful for the support and mentorship provided by my colleagues and supervisors. I look forward to continued collaboration to refine my skills and contribute effectively to the team.	Satisfactory performance. Aim for even better

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE	
I execute my duties professionally and within the timelines	Demonstrates high level of professionalism	



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Drone technology	1month	Technical
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
For aerial photography/videography, Drone technology will come in handy during different documentary productions		Please provide technical training needed for more efficiency
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	