



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150118	<b>Staff Name:</b>	Hilary Kirwa Kitur
<b>ID Number:</b>	25309037	<b>Employee E-mail:</b>	hillary.kitur@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC9
<b>Dept/Directorate</b>	HRA	<b>Appraisal Status</b>	Appraisee Reviewed
<b>Immediate Supervisor:</b>	Maymuna Mohamed Hussein	<b>Immediate Supervisor Designation:</b>	Senior Administration Officer
<b>Second Supervisor:</b>	Guyo Bagaja Sora	<b>Supervisor Designation:</b>	Chief Human Resource Officer

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Drive the commissioner to and from office, appointment ,meetings, and other authorized destinations	-Work ticket -Trip approval	target Achieved		120	0
To report for assignment at least fifteen minutes before departure or agreed time from 1st July ,2022 to 30th June 2023	Work ticket	Target Achieved		100	0
o Keep the assigned vehicle(s) clean inside and outside on a daily basis from 1st July ,2022 to 30th June 2023	Work ticket, Trip approval	Target Achieved		100	0
To document vehicle service records to track costs and maintenance of vehicles as well as to justify replacement of vehicle parts on monthly basis from 1st July ,2022 to 30th June 2023	Invoices Proof /Observation of spare part by TO	Target Achieved		120	0
To report on all accidents or any damage of motor vehicle within a period of twenty-four hours 1st July ,2022 to 30th June 2023	Report	Target Achieved		100	0
To report mileage covered by the vehicle on daily basis before 8:am to the supervisor as per the work ticket from 1st July ,2022 to 30th June 2023	Report	Target Achieved		100	0
To report vehicle's daily consumption of fuel by 5.pm on daily basis from 1st July ,2022 to 30th June 2023	Work ticket	Target Achieved		120	0
To attend and participate in the departmental meeting at least quarterly (once in three months ) from 1st July ,2022 to 30th June 2023	Attendance register	Target Achieved		100	0
<b>Total Appraisee Score on Performance Targets</b>				<b>860.00</b>	<b>0.00</b>



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<b>Mean Appraisal Scores</b>		<b>107.5%</b>	<b>0%</b>
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<b>APPRAISEE'S COMMENTS ON TARGET SETTING</b>	<b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b>
Targets well set and are achievable	Ensure to achieve targets as planned

<b>APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>	<b>IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>

<b>MID YEAR REVIEW</b>			
<b>Agreed Performance Target</b>	<b>Performance Indicator</b>	<b>Target changed or Added</b>	<b>Remarks</b>
Drive the commissioner to and from office, appointment ,meetings, and other authorized destinations	-Work ticket -Trip approval	No target added	on course
To report for assignment at least fifteen minutes before departure or agreed time from 1st July ,2022 to 30th June 2023	Work ticket	No target added	on course
o Keep the assigned vehicle(s) clean inside and outside on a daily basis from 1st July ,2022 to 30th June 2023	Work ticket, Trip approval	Target added	Finalised
To document vehicle service records to track costs and maintenance of vehicles as well as to justify replacement of vehicle parts on monthly basis from 1st July ,2022 to 30th June 2023	Invoices Proof /Observation of spare part by TO	Targets added	Finalised
To report on all accidents or any damage of motor vehicle within a period of twenty-four hours 1st July ,2022 to 30th June 2023	Report	Targets added	finalised
To report mileage covered by the vehicle on daily basis before 8:am to the supervisor as per the work ticket from 1st July ,2022 to 30th June 2023	Report	Targets added	on course



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To report vehicle's daily consumption of fuel by 5.pm on daily basis from 1st July ,2022 to 30th June 2023	Work ticket	Target added	on course
To attend and participate in the departmental meeting at least quarterly (once in three months ) from 1st July ,2022 to 30th June 2023	Attendance register	Target added	finalised

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
target achieved	proceed to end year rating.

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
Target Achieved	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Defensive driving	2 weeks	Defensive driving Course
First aid	1 week	First aid course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The trainings are important in doing my work	Recommended subject to availability of funds

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations