



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150430	Staff Name:	Gideon Bartuiyot
ID Number:	28688174	Employee E-mail:	gideon.bartuiyot@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	HRA	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Guyo Bagaja Sora	Immediate Supervisor Designation:	Principal Human Resource Officer
Second Supervisor:	Guyo Bagaja Sora	Supervisor Designation:	Principal Human Resource Officer

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Receiving and recording of Office mails on daily basis within 8 hours after receiving from 1st July,2022 to 30th June,2023	Incoming rail register	all mails received were recorded	All mails received were recorded	180	100
Dispatching of office mails on daily basis within 8 hours after receiving from 1st July 2022 to 30th June 2023	Outgoing mail register	all mails dispatched were recorded	All mails dispatched were recorded	180	100
Preparing and serve office tea on daily basis before 9.00 Am from 1st July 2022 to 30th June 223	Timely office tea served	office tea was prepared and served on time throughout the FY	office tea was prepared and served on time throughout the FY	200	100
To supervise cleaning on a daily basis before 8.00 Am from 1st July 2022 to 30th June 2023	Cleaning register	The office has been maintained clean through out the FY	The office has been maintained clean through out the FY	180	100
Making requisition and picking of office items from store on weekly basis from 1st July 2022 to 30th June 2023	Counter requisition and issue voucher (S11)	office items were ordered and picked from stores on a weekly basis through out the FY	office items were ordered and picked from stores on a weekly basis through out the FY	150	110



INDIVIDUAL APPRAISAL REPORT

To assist in drafting of office memos within 8 hours of assignment from 1st July 2022 to 30th June 2023	Filed/ dispatched office Memos	All the assigned memos were forwarded for processing/ approval	All the assigned memos were forwarded for processing/ approval	200	110
To participate in monthly departmental meetings	meetings attendance register	I manage to attended all the monthly departmental meetings	Managed to attended all the monthly departmental meetings	150	100
to file office documents within 8 hours after receiving from 1st July 2022 to 30th June 2023	updated office files	forwarded all the acted upon memos to be filled on respective files	Forwarded all the acted upon memos to be filled on respective files	100	100
to attend to clients on daily basis	visitors register	attending clients on daily basis	attended clients on daily basis	200	100
to manage office imprest on monthly basis	surrendered memo	office imprest managed prudently	office imprest managed prudently	200	110
Total Appraisee Score on Performance Targets				1740.00	1030.00
Mean Appraisal Scores				174%	103%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
the targets were set amicably	Ensure to achieve all the targets as agreed and planned

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 managed to achieve the targets within the FY	Excellent performance

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Receiving and recording of Office mails on daily basis within 8 hours after receiving from 1st July,2022 to 30th June,2023	Incoming rail register	no target change	90%



INDIVIDUAL APPRAISAL REPORT

Dispatching of office mails on daily basis within 8 hours after receiving from 1st July 2022 to 30th June 2023	Outgoing mail register	no target change	99%
Preparing and serve office tea on daily basis before 9.00 Am from 1st July 2022 to 30th June 2023	Timely office tea served	no target change	99%
To supervise cleaning on a daily basis before 8.00 Am from 1st July 2022 to 30th June 2023	Cleaning register	no target change	100%
Making requisition and picking of office items from store on weekly basis from 1st July 2022 to 30th June 2023	Counter requisition and issue voucher (S11)	no target change	90%
To assist in drafting of office memos within 8 hours of assignment from 1st July 2022 to 30th June 2023	Filed/ dispatched office Memos	no target change	95 %
To participate in monthly departmental meetings	meetings attendance register	no target change	100%
to file office documents within 8 hours after receiving from 1st July 2022 to 30th June 2023	updated office files	no target change	90%
to attend to clients on daily basis	visitors register	no target change	100%
to manage office imprest on monthly basis	surrendered memo	no target change	90%

MID YEAR APPRAISEES'S COMMENTS

targets are to be met at the end of the appraisal period

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Strive to achieve set targets by close of FY

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

I enjoy good working environment with work exposure which will enable me grow career wise

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE



INDIVIDUAL APPRAISAL REPORT

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
customer care skills	2 weeks	customer care management course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
the skills will enhance my service delivery		Select relevant training to your area
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
Excellent performance	Bae exposed to further training	