



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20170507	Staff Name:	David Onyancha Nyang'au
ID Number:	25039317	Employee E-mail:	david.onyancha@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	42-kisumu County	Job Grade:	NLC9
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Protas Appida Otieno	Immediate Supervisor Designation:	Principal Land Administration
Second Supervisor:	Protas Appida Otieno	Supervisor Designation:	Principal Land Administration

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Driving vehicle as authorized.	Work ticket.	Drove the vehicle always as authorized	100	100	100
Carrying out routine checks on the vehicle.	Vehicle inspection report.	Carried out routine checks on the vehicle	100	100	100
Detecting and reporting malfunctioning of vehicle system.	Vehicle routine inspection register.	Reported all malfunctioning systems on the vehicle	100	100	100
Maintaining of work ticket for the vehicle.	Work ticket.	Maintained work ticket diligently	100	100	100
Ensuring safety and security of the vehicle off and on the road.	Fire extinguisher, triangle toolbox, spare tire.	Ensured safety and security of the vehicle	100	100	100
Overseeing security and safety of the passengers.	Fire extinguisher and Aid kit.	Did well on ensuring security and safety of the vehicl	100	100	100
Maintaining cleanliness of the vehicle.	Clean vehicle.	Maintained cleanliness of the vehicle	90	90	90



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Carrying out routine checks on the vehicle.	Vehicle inspection report.	Carried out routine checks on the vehicle	100	100	100
Total Appraisee Score on Performance Targets				790.00	790.00
Mean Appraisal Scores				98.75%	98.75%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets were discussed and agreed upon with the supervisor.	The targets were set and agreed upon with the appraisee.

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 did my responsibilities as expected and surpassed all my targets at the end of the year.	The appraisee has met all the targets save for the vehicle cleanliness. We lacked funds to take the vehicle for engine and in-service cleanliness.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Driving vehicle as authorized.	Work ticket.	Target remained the same.	Drove the vehicle always as authorized
Carrying out routine checks on the vehicle.	Vehicle inspection report.	Target was not reviewed	Carried out routine checks on the vehicle.
Detecting and reporting malfunctioning of vehicle system.	Vehicle routine inspection register.	Target remained the same	Reported all malfunctioning of the vehicle system.
Maintaining of work ticket for the vehicle.	Work ticket.	Target remained the same.	Maintained work ticket diligently.
Ensuring safety and security of the vehicle off and on the road.	Fire extinguisher, triangle toolbox, spare tire.	Target remained the same.	Ensured safety and security of the vehicle
Overseeing security and safety of the passengers.	Fire extinguisher and Aid kit.	Target remained.	Did well in ensuring security and safety of passengers in the vehicle.
Maintaining cleanliness of the vehicle.	Clean vehicle.	Target remained.	Maintained cleanliness of the vehicle.
Carrying out routine checks on the vehicle.	Vehicle inspection report.	Target remained the same.	Carried out routine checks on the vehicle.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I carried out all my duties diligently and performed my best.	The appraisee has performed his duties well and on course to achieve his targets.

VALUES AND STAFF COMPETENCIES APPRAISAL



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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 do my work efficiently and diligently.		The driver does his work efficiently and diligently.
STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Defence driving	2 weeks	Defence driving
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will enhance my driving skills.		The appraisee has requested for defence driving training several times but has not been lucky.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments		Second Supervisor Recommendations
The driver performed his duties and responsibilities according to the laid down regulations. He achieved almost all targets.		The driver needs the training he has requested. Almost all the drivers in his cadre have received that training.