



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150219	Staff Name:	Guyo Bagaja Sora
ID Number:	22479310	Employee E-mail:	guyo.sora@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:	NLC4
Dept/Directorate	HRA	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Ben Tuwai Bett	Immediate Supervisor Designation:	Director Human Resource and Administration
Second Supervisor:	Ben Tuwai Bett	Supervisor Designation:	Director Human Resource and Administration

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To provide secretariat service in Career Progression Guidelines by first quarter	HRAC/Commission Papers Career Progression Guidelines Commission Approval Minutes	Final Career Progression Guidelines in place and forwarded to Commission for approval		100	100



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To conduct staff satisfaction and work environment survey between 1st June, 2022 and 30th June, 2023	Staff Satisfaction Survey Report Work Environment Survey Report	<ul style="list-style-type: none"> The HRA Directorate partnered with Land Use & Research Directorate and the survey questionnaire has been developed. Staff were sensitized on how to fill/respond to baseline survey questionnaires on 04.04.2023 Procurement of survey software was 		100	100
To participates in review of HR policy and procedure manual in first quarter of FY2022/2023	Reviewed HR policy and procedures Manual	<ul style="list-style-type: none"> Human Resources Policies and Procedures Manual in place 		100	100
To participate in acquiring additional HQ office space for the commission (8,000 sq. feet) by the end of 1st quarter FY2022/2023	Lease Agreement Tender Documents Commission Approval Memo requesting for office space	<ul style="list-style-type: none"> The procurement process of acquiring 8243 sq.ft space at 316 Upperhill Chambers was initiated and completed. The Commission was not able to acquire the 8243 sq.ft space at 316 Upper hill Chambers due to unavoidable circumstances. 		100	100
To facilitates construction of two (2) county offices by the end of fourth quarter FY 2022/2023	Status Reports Payment of Contractors Approved Budget Memo requesting to construct two county offices	Target dropped due to budgetary constraints		100	100



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To acquire sixteen (16) motor vehicles between 1st July 2022 to 30th June,2023	Payment Vouchers Log Books Memos	The Funds allocated to purchase 16No of vehicles was utilised to pay for the 16No of vehicles procured in FY 2021-2022.		100	100
To develop and maintain twenty five (25) epidemic mitigation tools/infrastructure between 1st July 2022 to 30th June,2023	No. of epidemic mitigation tools developed Memos to Staff Payment Vouchers	<ul style="list-style-type: none"> The Commission has contracted a Cleaning Services Company to offer thorough cleaning of the Offices and washrooms Issued 313No. of detergents for washing hands in all washrooms 	100.00	200	100
To assess and maintain security in the Commission between 1st July 2022 to 30th June,2023	Security Assessment Report	Terms of Reference (ToR) for procurement of a Consultant to undertake security assessment in the Commission is in place.		120	100
To set individual performance target and sign performance appraisal with the supervisor by 1st July 2022	Performance appraisal	Set the performance appraisal targets as scheduled		120	100
To agree on set target and sign performance appraisals with staff under my supervision by 1st July ,2022	Staff Performance Targets	Signed performance appraisal with all the staff under my supervision		110	100
To organize Directorate meeting on monthly basis	Minutes	Organized for HRAD meeting		120	100



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To initiate staff Disciplinary cases and organize for meeting within three(3) months of the respective case.	Memo Minutes	Conducted Staff disciplinary meeting		100	100
To assist in development and implementation a staff retention strategy for the Commission 1st July 2022 and 30th September 2022	Staff retention strategy report Commission Approval Minutes	Target differed to next FY		100	100
To attend and participate in departmental/sectional meetings on monthly basis	Minutes, Notice	Participated in Departmental meeting		100	100
To provide report on motor vehicles status on monthly basis	Report	Provided monthly report		100	100
To oversee the cleanness of the Commission offices on daily basis	Report from Cleaning company through senior Admin Officer	Overseen the cleanness	100.00	200	100
To oversee the security management of the Commission on daily basis	Briefing from the security in charge	Overseen security management		110	100
Total Appraisee Score on Performance Targets				1980.00	1700.00
Mean Appraisal Scores				116.47%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
I will strive to achieve the set targets	Targets set were SMART

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
This is okay please proceed	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To provide secretariat service in Career Progression Guidelines by first quarter	HRAC/Commission Papers Career Progression Guidelines Commission Approval Minutes	No targets or added	On course
To conduct staff satisfaction and work environment survey between 1st June, 2022 and 30th June, 2023	Staff Satisfaction Survey Report Work Environment Survey Report	No targets changed or added	On course
To participates in review of HR policy and procedure manual in first quarter of FY2022/2023	Reviewed HR policy and procedures Manual	No targets changed or added	On course



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To participate in acquiring additional HQ office space for the commission (8,000 sq. feet) by the end of 1st quarter FY2022/2023	Lease Agreement Tender Documents Commission Approval Memo requesting for office space	No targets changed or added	On course
To facilitates construction of two (2) county offices by the end of fourth quarter FY 2022/2023	Status Reports Payment of Contractors Approved Budget Memo requesting to construct two county offices	Targets dropped	Targets dropped
To acquire sixteen (16) motor vehicles between 1st July 2022 to 30th June,2023	Payment Vouchers Log Books Memos	Targets reviewed due to financial constraints	Targets reviewed to two vehicles instead of 16 vehicles
To develop and maintain twenty five (25) epidemic mitigation tools/infrastructure between 1st July 2022 to 30th June,2023	No. of epidemic mitigation tools developed Memos to Staff Payment Vouchers	No targets changed or added	On course
To assess and maintain security in the Commission between 1st July 2022 to 30th June,2023	Security Assessment Report	No targets changed or added	On course
To set individual performance target and sign performance appraisal with the supervisor by 1st July 2022	Performance appraisal	No targets changed or added	Task finalized
To agree on set target and sign performance appraisals with staff under my supervision by 1st July ,2022	Staff Performance Targets	No targets changed or added	Task finalized
To organize Directorate meeting on monthly basis	Minutes	No target Changed Or Added:	On course
To initiate staff Disciplinary cases and organize for meeting within three(3) months of the respective case.	Memo Minutes	No target Changed Or Added	On Course
To assist in development and implementation a staff retention strategy for the Commission 1st July 2022 and 30th September 2022	Staff retention strategy report Commission Approval Minutes	No target Changed Or Added	on course
To attend and participate in departmental/sectional meetings on monthly basis	Minutes, Notice	No target Changed Or Added	On course



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To provide report on motor vehicles status on monthly basis	Report	No target Changed Or Added	On course
To oversee the cleanness of the Commission offices on daily basis	Report from Cleaning company through senior Admin Officer	No target Changed Or Added	On course
To oversee the security management of the Commission on daily basis	Briefing from the security in charge	No target Changed Or Added	On course

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets reviewed as appropriate	I agree with the officer's mid year review

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Excellent - Higher Than 100%
Core Competencies	Professionalism	Very Good - Upto 100%
Core Competencies	Innovativeness	Very Good - Upto 100%
Core Competencies	Independence	Very Good - Upto 100%
Core Competencies	Efficiency	Very Good - Upto 100%
Core Competencies	Transparency and Accountability	Very Good - Upto 100%
Managerial and Supervisory Competence	Planning and Organizing	Very Good - Upto 100%
Managerial and Supervisory Competence	Training and Development	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Accountability in Managing Resources	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Anticipating Risks and Taking Measures to Mitigate against them	Good - Between 80% and 99%
Managerial and Supervisory Competence	Judgement and Objectivity	Good - Between 80% and 99%
Managerial and Supervisory Competence	Managing and Evaluating Performance	Good - Between 80% and 99%
Managerial and Supervisory Competence	Promoting use of Information Technology	Good - Between 80% and 99%
Values	Respect for National /Gender Diversity	Excellent - Higher Than 100%
Values	Meritocracy	Good - Between 80% and 99%
Values	Fairness	Excellent - Higher Than 100%
Values	Confidentiality	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
	Generally the officer is good in the area of Values and Competencies



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Training impact Analysis	2 weeks	Skills
Advanced Report writing skills	one month	Skills
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The requested trainings are relevant to my work and will enhance my performance.		The trainings did not take place due to financial constraints.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
Very good performance	To be exposed to more training in his areas of operation.	