



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20160467	Staff Name:	John Muchai Kamunyu
ID Number:	8779455	Employee E-mail:	john.kamunyu@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:	NLC9
Dept/Directorate	HRA	Appraisal Status	Appraisee
Immediate Supervisor:	Maymuna Mohamed Hussein	Immediate Supervisor Designation:	Senior Administration Officer
Second Supervisor:	Guyo Bagaja Sora	Supervisor Designation:	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 Commissioners and commission staff to/from office, appointments, meetings and to other authorized destinations on time	Work ticket Trip approval			0	0
Operate assigned vehicle in a safe and courteous manner on a daily basis	Work ticket, Trip approval			0	0
To Keep the assigned vehicle(s) clean inside and outside on daily basis	Work ticket, Trip approval			0	0
Recognize and report vehicle maintenance needs on a timely basis	Requisition approval Work ticket			0	0
To document vehicle service records to track costs and maintenance of vehicles as well as to justify replacement of vehicle parts at the appropriate time	Invoices Proof /Observation of spare part by TO			0	0
To report on all accidents or any damage of motor vehicle within a period of twenty-four hours	Report			0	0
To protect and ensure proper use of fuel card at all time	Fuel card condition			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING

I am committed to achieve the targets

IMMEDIATE SUPERVISOR'S ON TARGET SETTING



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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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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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 is Achievable	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Refresher, Defensive and First Aid	3wks	.Supervisory Management course, Customer Care

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations