



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20170499	Staff Name:	Andrew Kanumbi Gichango
ID Number:	14681113	Employee E-mail:	andrew.gichango@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:	NLC9
Dept/Directorate	HRA	Appraisal Status	Immediate Supervisor Reviewed
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
To Drive the Commissioner to/from office, appointments, meetings and to other authorized destinations on time	Work ticket Trip approval			100	0
o report for assignment at least fifteen minutes before departure or agreed time from 1st July ,2022 to 30th June 2023	Work ticket			0	0
To 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			0	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			0	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	Papers			0	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			0	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			0	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			0	0
Total Appraisee Score on Performance Targets				100.00	0.00



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Mean Appraisal Scores		12.5%	0%
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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Achivable	

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
To Drive the Commissioner to/from office, appointments, meetings and to other authorized destinations on time	Work ticket Trip approval	no target added	on course
o 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
To 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	no target added	on course
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	no target added	on course
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	Papers	no target added	on course
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	no target 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	no 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	no target added	on course

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
target achievable	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	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations