



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20170500	<b>Staff Name:</b>	Victor Otieno Olwek
<b>ID Number:</b>	24187803	<b>Employee E-mail:</b>	victor.otieno@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC9
<b>Dept/Directorate</b>	HRA	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Maymuna Mohamed Hussein	<b>Immediate Supervisor Designation:</b>	Senior Administration Officer
<b>Second Supervisor:</b>	Guyo Bagaja Sora	<b>Supervisor Designation:</b>	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
o Keep the assigned vehicle(s) clean inside and outside on a daily basis from 1st July ,2022 to 30th June 2023	work ticket approval	targets acheived	targets acheived	100	100
To Drive the Commissioner to/from office, appointments, meetings and to other authorized destinations on time	work ticket approval	targets achieved on timely manner.	Target achieved	100	100
eport for assignment at least fifteen minutes before departure or agreed time from 1st July ,2022 to 30th June 2023	work ticket	target Achieved	target Achieved	100	100
report for assignment at least fifteen minutes before departure or agreed time from 1st July ,2022 to 30th June 2023	work ticket	target Achieved	Target Achieved	110	90
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	Target met	Target Achieved	100	80
o 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	Target Achieved	Target Achieved	100	70
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	target Achieved	Target Achieved	0	100
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		Target Achieved	0	70



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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	target Achieved	Target Achieved	120	80
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	target Achieved	target Achieved	100	100
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	target Achieved	target Achieved	100	80
o 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	Target Achieved	target Achieved	100	80
<b>Total Appraiser Score on Performance Targets</b>				<b>1030.00</b>	<b>1050.00</b>
<b>Mean Appraisal Scores</b>				<b>85.83%</b>	<b>87.5%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Target well set	Good performance
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
o Keep the assigned vehicle(s) clean inside and outside on a daily basis from 1st July ,2022 to 30th June 2023	work ticket approval	No Targets added	Target Achieved
To Drive the Commissioner to/from office, appointments, meetings and to other authorized destinations on time	work ticket approval	No Targets added	Target achieved
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	Target Achieved



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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	Target Achieved
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	Target Achieved
o 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	Target Achieved
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	Target Achieved
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	Achieved
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	target achieved
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	Achieved
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	Achieved

### MID YEAR APPRAISEES'S COMMENTS

Target Achievable

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Do self rating

### VALUES AND STAFF COMPETENCIES APPRAISAL



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Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
<b>APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES</b>		<b>IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE</b>
The Target was achieved		
<b>STAFF TRAINING AND DEVELOPMENT NEEDS</b>		
<b>Training &amp; Development Needs</b>	<b>Duration</b>	<b>Type of Training</b>
<b>APPRAISEE'S COMMENTS ON TRAINING &amp; DEVELOPMENT NEEDS</b>		<b>IMMEDIATE SUPERVISOR COMMENTS ON TRAINING &amp; DEVELOPMENT NEEDS</b>
<b>SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS</b>		
<b>Second Supervisor Comments</b>	<b>Second Supervisor Recommendations</b>	
Good performance	Recommended for further training	