



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210659	<b>Staff Name:</b>	Peter Mecha Ondieki
<b>ID Number:</b>	22819458	<b>Employee E-mail:</b>	peter.mecha@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Contract	<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>	Immediate Supervisor Reviewed
<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
Drive the Commissioner to/from office, appointments, meetings and to other authorized destinations on time	Work ticket Trip approval	dgf		100	0
To report for assignment at least fifteen minutes before departure or agreed time from 1st July ,2022 to 30th June 2023	Work ticket	reported to work well ontime across the financial year		100	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	Assigned vehicle cleaned all the days of the Fy from 1st July.2022 to 30th June 2023		100	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	Report			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



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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
<b>Total Appraisee Score on Performance Targets</b>				<b>300.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>37.5%</b>	<b>0%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
submitted for approval	

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



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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
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

Target set achieved

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

This okay, proceed to an end-year rating in June 2023

## VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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### APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

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### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

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## STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
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### APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

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### IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

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## SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

### Second Supervisor Comments

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### Second Supervisor Recommendations

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