



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20170502	<b>Staff Name:</b>	Sompe Ole Ntimama
<b>ID Number:</b>	27041655	<b>Employee E-mail:</b>	sompe.ntimama@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2023-2024
<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>	Appraisee
<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 Commissioners and commission staff to/from office, appointments, meetings and to other authorized destinations	Work ticket Trip approval			0	0
Operate assigned vehicle in a safe and courteous manner	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 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
Undertake any other assignment or duties assigned by management when required	Work ticket, Activity approval			0	0
To immediately report on all accidents or any damage of motor vehicle	Report			0	0
To protect and ensure proper use of fuel card at all time	Fuel card condition			0	0
<b>Total Appraisee Score on Performance Targets</b>				<b>0.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>0%</b>	<b>0%</b>



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APPRAISEE'S COMMENTS ON TARGET SETTING		IMMEDIATE SUPERVISOR'S ON TARGET SETTING	
Target well set			
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	
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	
Refresher course, Defensive and First Aid	2weeks	first aid, refresher course, defensive driving	
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
Training enhances perfection during my Driving			
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS			
Second Supervisor Comments		Second Supervisor Recommendations	