



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150160	Staff Name:	Edward Asiyo
ID Number:	22045094	Employee E-mail:	edward.asiyo@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:	NLC4
Dept/Directorate	HLI	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Mercy Njamwea Muthoni	Immediate Supervisor Designation:	Director Land Administration and Management
Second Supervisor:	Mercy Njamwea Muthoni	Supervisor Designation:	Director Land Administration and Management

DEPARTMENTAL OBJECTIVES

Hear and Determine Historical Land Injustice Claims

Strengthen records Management System of HLI Data

Increase Awareness and Collaboration on HLI Claims

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Status Conference on Claims Attended (20)	No. of Status Conference Attended			0	0
To undertake HLI Investigative Hearings (200)	No. of claims Investigated and heard			0	0
to review HLI draft determination (30)	No. of HLI draft determinations reviewed			0	0
To attend the HLI secretariat meetings (20)	No. of Secretariat meetings attended			0	0
Site Inspection (10)	No. of site reports written			0	0
To do status Summary Reports on HLI claims (10)	No. of Summary reports done			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Targets are reasonable and achievable- with the support of the Commission



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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
Status Conference on Claims Attended (20)	No. of Status Conference Attended	Targets maintained as set	60% achieved
To undertake HLI Investigative Hearings (200)	No. of claims Investigated and heard	target maintained as set	55 % achieved
to review HLI draft determination (30)	No. of HLI draft determinations reviewed	target maintained as set	45% achieved
To attend the HLI secretariat meetings (20)	No. of Secretariat meetings attended	targets maintained as set	60 % achieved
Site Inspection (10)	No. of site reports written	Target maintained as set	55% achieved
To do status Summary Reports on HLI claims (10)	No. of Summary reports done	targets maintained as set	48 % set as achieved

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets were maintained as set, they are achievable.	

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
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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Management Skills	30 days	Senior Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The Course is a requirement for my effective service delivery and career progression	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations



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