



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|------------------------------------|
| Staff Number: | NLC20150118 | Staff Name: | Hillary Kitur Kirwa |
| ID Number: | 25309037 | Employee E-mail: | hillary.kitur@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: | NLC8 |
| Dept/Directorate | HRA | Appraisal Status | Appraisee |
| Immediate Supervisor: | Maymuna Mohamed Hussein | Immediate Supervisor Designation: | Senior Administration Officer |
| Second Supervisor: | Guyo Bagaja Sora | Supervisor Designation: | Principal 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 | | | 0 | 0 |
| To report for assignment at least fifteen minutes before departure or agreed time from 1st July ,2023 to 30th June 2024 | Work ticket | | | 0 | 0 |
| To Keep the assigned vehicle(s) clean inside and outside on a daily basis from 1st July ,2023to 30th June 2024 | 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 ,2023 to 30th June 2024 | 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 ,2023to 30th June 2024 | 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 ,2023 to 30th June 2024 | Report | | | 0 | 0 |
| To report vehicle's daily consumption of fuel by 5.pm on daily basis from 1st July ,2023 to 30th June 2024 | Work ticket | | | 0 | 0 |
| To attend and participate in the departmental meeting at least quarterly (once in three months) from 1st July ,2023 to 30th June 2024 | Attendance register | | | 0 | 0 |
| Total Appraisee Score on Performance Targets | | | | 0.00 | 0.00 |



INDIVIDUAL APPRAISAL REPORT

| | | | | | | |
|---|--|--------------------------------|--|--------------------------------------|-----------|-----------|
| Mean Appraisal Scores | | | | | 0% | 0% |
| APPRAISEE'S COMMENTS ON TARGET SETTING | | | IMMEDIATE SUPERVISOR'S ON TARGET SETTING | | | |
| targets achievable | | | | | | |
| 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 | | |
| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS | | | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS | | | |
| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS | | | | | | |
| Second Supervisor Comments | | | Second Supervisor Recommendations | | | |
| | | | | | | |