



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210522	<b>Staff Name:</b>	Yussuf Galgalo Guyo
<b>ID Number:</b>	29831241	<b>Employee E-mail:</b>	yussuf.guyo@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Seconded/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>	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 on time	Work ticket Trip approval			0	0
Operate assigned vehicle in a safe and courteous manner on a daily basis	Work ticket, Trip approval			0	0
To Keep the assigned vehicle(s) clean inside and outside on a 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 report on all accidents or any damage of motor vehicle within a period of twenty-four hours	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>

## APPRAISEE'S COMMENTS ON TARGET SETTING

## IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Target achievable



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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
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### 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
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### 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
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### 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
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