



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|----------------------------------|
| Staff Number: | NLC20150103 | Staff Name: | Tanui Kiplagat Isaac |
| ID Number: | 11180662 | Employee E-mail: | isaac.tanui@landcommission.go.ke |
| Appraisal Type: | ANNUAL FINANCIAL YEAR | Appraisal Period: | 2022-2023 |
| Terms of Service: | Permanent and Pensionable | Gender: | Male |
| Work Station | 47-Nairobi City County | Job Grade: | NLC9 |
| Dept/Directorate | HRA | Appraisal Status | Approved/Closed/HR |
| Immediate Supervisor: | Maymuna Mohamed Hussein | Immediate Supervisor Designation: | Senior Administration Officer |
| Second Supervisor: | Guyo Bagaja Sora | Supervisor Designation: | 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 |
| To set initial performance target and sign performance appraisal with supervisor by July 2022 | quarterly reports | Quarterly reports achieved | Quarterly reports achieved | 100 | 100 |
| agree on set targets & sign performance appraisal with staff under my supervision by 1st July 2022 | Reports | Reports where generated to respective offices as required | Agreed on set targets & sign performance appraisal with staff under my supervision by 1st July 2022 | 100 | 100 |
| To attend and participate in departmental meetings on monthly basis | Minutes of each meeting | minutes of every Meeting was taken | Attended and participate in departmental meetings on monthly basis | 100 | 100 |
| To provide motor vehicles repair expenses reports on the monthly basis. | Monthly reports | Repair reports where generated to as per requirement | provided motor vehicles repair expenses reports on the monthly basis. | 100 | 100 |



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| To prepare fuel consumption reports on monthly basis | Monthly fuel reports. | Done on Monthly basis | prepared fuel consumption reports on monthly basis | 100 | 100 |
| To provide and submit status report on weekly basis (4) reports a month | weekly reorts | Done on weekly target achieved | provided and submitted status report on weekly basis (4) reports a month | 0 | 100 |
| To provide drivers on weekly basis basis | Weekly reports. | Done on weekly target achieved | Done on weekly target achieved | 100 | 100 |
| Manages Drivers leave schedule from 1st July 2022 to 30June 2022. | Leave schedule | | Managed Drivers leave scheduled from 1st July 2022 to 30June 2022. | 0 | 100 |
| To keep &Maintain records /File of each of the commission vehicles from 1st July 2022 to June 2023 | weekly vehicle status report. | status report summited weekly | Keep &Maintain records /File of each of the commission vehicles from 1st July 2022 to June 2023 | 100 | 100 |
| To supervise Drivers on daily basis from 1st July 2022 to 30th June 2023. | work ticket | Daily supervision was done during the period under review | To supervised Drivers on daily basis from 1st July 2022 to 30th June 2023. | 100 | 100 |
| To provide report on Drivers work/assignment schedule on Daily basis from 1st July to 30th 2023. | weekly deployment schedule. | weekly deployment of drivers was done | weekly deployment of drivers was done | 100 | 100 |
| To report mileage on weekly basis from 1st July 2022 to 31st June 2023 | weekly reports | Done on weekly target achieved | Done on weekly target achieved | 100 | 100 |
| Total Appraisee Score on Performance Targets | | | | 1000.00 | 1200.00 |
| Mean Appraisal Scores | | | | 83.33% | 100% |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|--|--|
| Targets Achievable | Target are okay |



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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 |
| To set initial performance target and sign performance appraisal with supervisor by July 2022 | quarterly reports | No target changed or added. | Task finalized |
| agree on set targets & sign performance appraisal with staff under my supervision by 1st July 2002 | Reports | Target Changed Or Added: | ask finalized |
| To attend and participate in departmental meetings on monthly basis | Minutes of each meeting | Target Changed Or Added: | On course |
| To provide motor vehicles repair expenses reports reports on the monthly basis. | Monthly reports | Target Changed Or Added: | finalized |
| To prepare fuel consumption reports on monthly basis | Monthly fuel reports. | Target Changed Or Added: | Finalized |
| To provide and submit status report on weekly basis (4) reports a month | weekly reorts | No Target Changed | on course |
| To provide drivers on weekly basis basis | Weekly reports. | No Target Changed | on course |
| Manages Drivers leave schedule from 1st July 2022 to 30June 2022. | Leave schedule | Target Changed Or Added: | Finalized |
| To keep & Maintain records /File of each of the commission vehicles from 1st July 2022 to June 2023 | weekly vehicle status report. | No Target Changed | On Course |
| To supervise Drivers on daily basis from 1st July 2022 to 30th June 2023. | work ticket | No Target Changed | On Course |
| To provide report on Drivers work/assignment schedule on Daily basis from 1st July to 30th 2023. | weekly deployment schedule. | Target Changed Or Added: | Finalized |



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| To report mileage on weekly basis from 1st July 2022 to 31st June 2023 | weekly reports | No Target Changed | No Course |
|--|----------------|-------------------|-----------|

MID YEAR APPRAISEES'S COMMENTS

Target is achievable

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

proceed to end year rating.

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

STAFF TRAINING AND DEVELOPMENT NEEDS

| Training & Development Needs | Duration | Type of Training |
|------------------------------|----------|-----------------------------|
| Defensive driving | 2 weeks | Safety management course |
| First aid | 2 weeks | Defensive management course |

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

To improve my competence at work

Recommended

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

| Second Supervisor Comments | Second Supervisor Recommendations |
|----------------------------|-----------------------------------|
| Good performance | Recommended for training |