



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|----------------------------------|
| Staff Number: | NLC20140096 | Staff Name: | Ibrahim Alio H. |
| ID Number: | 27838297 | Employee E-mail: | hassan.alio@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: | NLC7 |
| Dept/Directorate | HRA | Appraisal Status | Appraisee Reviewed |
| Immediate Supervisor: | Richard Kakai Kamuti | Immediate Supervisor Designation: | Chief Human Resource Officer |
| Second Supervisor: | Ben Tuwai Bett | Supervisor Designation: | Deputy Director HR |

DEPARTMENTAL OBJECTIVES

| AGREED PERFORMANCE TARGETS | | | | | |
|---|---|------------------|--------------------------------|--------------------|---------------|
| Agreed Performance Target | Performance Indicator | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
| Updating of Pay point/ Bank Pay point in Payroll System per month. | Approved/Recommended Number of Bank Change Achieved. | Achieved | | 100 | 0 |
| Recovery of cases of Imprest recovery and updating per month. | Number of Imprest Recovered per Quart | Achieved | | 100 | 0 |
| Capturing payroll updates on payroll system per Month | Number of monthly updates achieved per month/Year | Achieved | | 100 | 0 |
| Generating and sending By-Products to respective institutions by either soft copy/Hard Copy per Months. | Number of By-Products Emailed/Printed and sent to Institutions per Month. | Achieved | | 100 | 0 |
| Recovery of salary advances from effected staff per month | Number of Salary advances recovered and update per month/ | Achieved | | 100 | 0 |
| Updating and verifying of staff on half pay effected in Payroll system per month | Number of staff on half pay per months | Achieved | | 100 | 0 |
| Setting individual targets and signing the same with my supervisor, | Signed performance Appraisal | Achieved | | 100 | 0 |
| Participating in monthly directorate and sectional meetings. | Attendance list/Register | Achieved | | 100 | 0 |
| Total Appraisee Score on Performance Targets | | | | 800.00 | 0.00 |
| Mean Appraisal Scores | | | | 100% | 0% |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|---|--|
| We have discussed and agreed on target setting. | Targets 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 |
|--|---|
| well achieved | |

| MID YEAR REVIEW | | | |
|---|---|-------------------------|----------|
| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
| Updating of Pay point/ Bank Pay point in Payroll System per month. | Approved/Recommended Number of Bank Change Achieved. | No Change | Achieved |
| Recovery of cases of Imprest recovery and updating per month. | Number of Imprest Recoved per Quart | No change | Achieved |
| Capturing payroll updates on payroll system per Month | Number of monthly updates achieved per month/Year | No change | Achieved |
| Generating and sending By-Products to respective institutions by either soft copy/Hard Copy per Months. | Number of By-Products Emailed/Printed and sent to Institutions per Month. | No change | Achieved |
| Recovery of salary advances from effected staff per month | Number of Salary advances recovered and update per month/ | No change | Achieved |
| Updating and verifying of staff on half pay effected in Payroll system per month | Number of staff on half pay per months | No change | Achieved |
| Participating in monthly directorate and sectional meetings. | Attendance list/Register | No change | Achieved |

| MID YEAR APPRAISEES'S COMMENTS | MID YEAR IMMEDIATE SUPERVISORS COMMENTS |
|--------------------------------|--|
| Target not Changed | Strive to achieve all the set targets by close of the financial year |

| 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 |



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| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS |
|--|---|
| urgently required | |
| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS | |
| Second Supervisor Comments | Second Supervisor Recommendations |
| | |