



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20170512	Staff Name:	PASCAL PASI PONDA
ID Number:	13733826	Employee E-mail:	pascal.ponda@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	Immediate Supervisor
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
Drive the Commissioners and commission staff to/from office, appointments, meetings and to other authorized destinations	Work ticket Trip approval			0	0
Operate assigned vehicle in a safe and courteous manner	Work ticket, Trip approval			0	0
To Keep the assigned vehicle(s) clean inside and outside on 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
Undertake any other assignment or duties assigned by management when required	Work ticket, Activity approval			0	0
To immediately report on all accidents or any damage of motor vehicle	Report			0	0
To protect and ensure proper use of fuel card at all time	Fuel card condition			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Target set	targets are 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
Drive the Commissioners and commission staff to/from office, appointments, meetings and to other authorized destinations	Work ticket Trip approval	No Target Changed	Target Achievable
Operate assigned vehicle in a safe and courteous manner	Work ticket, Trip approval	No Target Changed	Target met
To Keep the assigned vehicle(s) clean inside and outside on daily basis	Work ticket, Trip approval	No Target Changed	Target Achieved
Recognize and report vehicle maintenance needs on a timely basis	Requisition approval Work ticket	No Target Changed	Target met
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	No Target Changed	Target Achieved
Undertake any other assignment or duties assigned by management when required	Work ticket, Activity approval	No Target Changed	Target Achieved
To immediately report on all accidents or any damage of motor vehicle	Report	No Target added	Target Achieved
To protect and ensure proper use of fuel card at all time	Fuel card condition	No Target added	Target Achieved

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Target Met	

VALUES AND STAFF COMPETENCIES APPRAISAL



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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
		fill in the values section
STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Refresher, Defensive and First Aid	3wks	
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
		training will be considered during the 3rd quarter
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	