



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20170503	Staff Name:	Timothy Mwendwa Maneeno
ID Number:	25106522	Employee E-mail:	timothy.mwendwa@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:	NLC8
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:	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 on time.	Work ticket Trip approval	target Achieved	work ticket available	100	100
Operate assigned vehicle in a safe and courteous manner on a daily basis	Work ticket, Trip approval	target Achieved	Trip Schedule Available	125	100
To Keep the assigned vehicle(s) clean inside and outside on a daily basis	Work ticket, Trip approval	Target Achieved	Work ticket available	100	85
Recognize and report vehicle maintenance needs on a timely basis	Requisition approval Work ticket		work ticket available	0	100
o 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	Target Achieved	invoices Available	100	85
To report on all accidents or any damage of motor vehicle within a period of twenty-four hours	Report	Target Achieved	Reports Available	95	100
To protect and ensure proper use of fuel card at all time	Fuel card condition	Target Achieved	Fuel used is reflected in the work ticket	100	95
Total Appraisee Score on Performance Targets				620.00	665.00
Mean Appraisal Scores				88.57%	95%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
TARGET ACHIVABLE	Target Achieved

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 on time.	Work ticket Trip approval	Target not Changed	On course
Operate assigned vehicle in a safe and courteous manner on a daily basis	Work ticket, Trip approval	no target changed	On Course
To Keep the assigned vehicle(s) clean inside and outside on a daily basis	Work ticket, Trip approval	No target changed	on course
Recognize and report vehicle maintenance needs on a timely basis	Requisition approval Work ticket	No target changed	On Course
o 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	On Course
To report on all accidents or any damage of motor vehicle within a period of twenty-four hours	Report	Target Changed Or Added:	Finalised
To protect and ensure proper use of fuel card at all time	Fuel card condition	No Target changed	on Course

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Target is on course	This is okay, proceed to next stage

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
Target Achieved		
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
Good performance		Recommended for further training