



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20170478	<b>Staff Name:</b>	Galgalo Kunu Galgalo
<b>ID Number:</b>	23818697	<b>Employee E-mail:</b>	galgalo.kunu@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<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>	Immediate Supervisor
<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 commissioner to/from office, appointments ,meetings and to other authorized destinations	Work ticket Trip approval			0	0
Operate assigned vehicles in a safe and courteous manner	Work ticket Trip approval			0	0
To keep the assigned vehicle 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 parts 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
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>



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are well set	Ensure the targets are achieved as agreed

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 commissioner to/from office, appointments ,meetings and to other authorized destinations	Work ticket Trip approval	No Target changed	on course
Operate assigned vehicles in a safe and courteous manner	Work ticket Trip approval	No Target Changed	On Course
To keep the assigned vehicle clean inside and outside on daily basis	Work ticket Trip approval	No Target	On Course
Recognize and report vehicle maintenance needs on a timely basis	Requisition approval Work ticket	No Target Changed	On Course
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 parts by TO	No Target Cahnged	On Course
Undertake any other assignment or duties assigned by management when required	Work ticket Activity approval	No Target Course	on Course
To immediately report on all accidents or any damage of motor vehicle	Report	No Target Changed	On Course
To protect and ensure proper use of fuel card at all time	Fuel card condition	No Target changed	On course
To protect and ensure proper use of fuel card at all time	Fuel card condition	Target Changed Or Added	On Course



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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets are Achievable	

### 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
Am a person of good integrity	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Defensive driving	2 weeks	Defensive driving Course
First aid	1 week	First aid course
Customer care skills	2 weeks	Customer Care Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Trainings are necessary in the execution of my duties	Recommended subject to availability of resources

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations