



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150219	Staff Name:	Guyo Bagaja Sora
ID Number:	22479310	Employee E-mail:	guyo.sora@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:	NLC5
Dept/Directorate	HRA	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Ben Tuwai Bett	Immediate Supervisor Designation:	Deputy Director HRA
Second Supervisor:	Ben Tuwai Bett	Supervisor Designation:	Deputy Director HRA

DEPARTMENTAL OBJECTIVES

To develop capacity of staff to enhance efficiency and transparency in service delivery

To facilitate an equitable and secure work environment for all

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To develop succession management policy and staff retention strategy framework between 1st January 2023 to 31st March 2024.	1.Memo 2.Draft Policy; 3.Approved Succession management policy and framework policy 4. Staff retention strategy report			0	0
To conduct staff satisfaction and work environment survey between 1st July, 2023 and 30th June, 2024	Staff Satisfaction Survey Report Work Environment Survey Report			0	0
To standardize Commission business processes and procedures 1st April,2024 to 30th June,2024	Commission business standard procedure manual			0	0
To acquire, lease and construct county offices between 1st April 2024 and 30th June ,2024	8,000 sq. feet additional HQ office space acquired for the Commission Headquarters			0	0
To acquire eight (8) motor vehicles between 1st April 2024 to 30th June,2024	No. of motor vehicles acquired Payment Vouchers Log Books Request memo			0	0
To asses and maintain security in the Commission between 1st July 2023 to 30th June,2024	Security Assessment Report			0	0



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To maintain one hundred(100)epidemic mitigation tools/infrastructure between 1st July 2023 to 30th June,2024	No. of epidemic mitigation tools distributed Memos to Staff Payment Vouchers			0	0
To oversee the cleanness of the Commission offices on daily basis	Report from Cleaning company through senior Admin Officer			0	0
To attend and participate in departmental/sectional meetings on monthly basis	Minutes, Notice			0	0
To attend and participate in Directorates meetings on monthly basis	Minutes, Notice			0	0
To initiate staff Disciplinary cases and organize for meeting within three(3) months of the respective case.	Memo Minutes			0	0
To agree on set target and sign performance appraisals with staff under my supervision by 1st July ,2023	Staff Performance Targets			0	0
To set individual performance target and sign performance appraisal with the supervisor by 1st July 2023	Performance appraisal			0	0
To develop and maintain twenty five (25) epidemic mitigation tools/infrastructure between 1st July 2023 to 30th June,2024	No. of epidemic mitigation tools developed Memos to Staff Payment Vouchers			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Striving to achieve the above targets with availablity of resources	

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

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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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
Workload load Analysis Course	4 weeks	Technical Course
HR Metrics	2 weeks	Skills
HR Audit	one week	Certifications
Public Speaking	4 weeks	Management
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	