



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150103	Staff Name:	Tanui Kiplagat Isaac
ID Number:	11180662	Employee E-mail:	isaac.tanui@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 Reviewed
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
To Drive the Commissioner to/from office, appointments, meetings and to other authorized destinations on time	Work ticket Trip approval			0	0
To report for assignment at least fifteen minutes before departure or agreed time from 1st July ,2023 to 30th June 2024	Work ticket			0	0
To Keep the assigned vehicle(s) clean inside and outside on a daily basis from 1st July ,2023to 30th June 2024	Work ticket, Trip approval			0	0
To document vehicle service records to track costs and maintenance of vehicles as well as to justify replacement of vehicle parts on monthly basis from 1st July ,2023 to 30th June 2024	Invoices Proof /Observation of spare part by TO			0	0
To report on all accidents or any damage of motor vehicle within a period of twenty-four hours 1st July ,2023to 30th June 2024	Paper			0	0
To report mileage covered by the vehicle on daily basis before 8:am to the supervisor as per the work ticket from 1st July ,2023 to 30th June 2024	Report			0	0
To report vehicle's daily consumption of fuel by 5.pm on daily basis from 1st July ,2023 to 30th June 2024	Work ticket			0	0
To attend and participate in the departmental meeting at least quarterly (once in three months) from 1st July ,2023 to 30th June 2024	Attendance register			0	0
Total Appraisee Score on Performance Targets				0.00	0.00



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Mean Appraisal Scores		0%	0%
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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
target achievable	targets well set

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
To Drive the Commissioner to/from office, appointments, meetings and to other authorized destinations on time	Work ticket Trip approval	no target changed	on going
To report for assignment at least fifteen minutes before departure or agreed time from 1st July ,2023 to 30th June 2024	Work ticket	no Target Changed	On going
To Keep the assigned vehicle(s) clean inside and outside on a daily basis from 1st July ,2023to 30th June 2024	Work ticket, Trip approval	No Target Change	On going
To document vehicle service records to track costs and maintenance of vehicles as well as to justify replacement of vehicle parts on monthly basis from 1st July ,2023 to 30th June 2024	Invoices Proof /Observation of spare part by TO	NO Target Changed	on Going
To report on all accidents or any damage of motor vehicle within a period of twenty-four hours 1st July ,2023to 30th June 2024	Paper	no change in targets	On going
To report mileage covered by the vehicle on daily basis before 8:am to the supervisor as per the work ticket from 1st July ,2023 to 30th June 2024	Report	No Target Changed	on Going



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To report vehicle's daily consumption of fuel by 5.pm on daily basis from 1st July ,2023 to 30th June 2024	Work ticket	No target added	on track
To attend and participate in the departmental meeting at least quarterly (once in three months) from 1st July ,2023 to 30th June 2024	Attendance register	no target changed	on going

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Target achieved	Strive to achieve all set targets

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
target ACHIEVABLE	fill in the values section

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Refresher,Defensive and First Aid	3wks	.Supervisory Management course, Customer Care
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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
	will be considered with availability of budget

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations