



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS					
Staff Number:	NLC20170504	Staff Name:	Peter Karuru		
ID Number:	20056990	Employee E-mail:	peter.karuru@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	Papers			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



INDIVIDUAL APPRAISAL REPORT

To Drive the Commissioner to/from office, appointments, meetings and to other authorized destinations on time	Work ticket Trip approval			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
target achieve	

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 added	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	Papers	No target	On going



INDIVIDUAL APPRAISAL REPORT

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	On going
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 CHANGED	On going
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 going	On Going

MID YEAR APPRAISEES'S COMMENTS

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

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 is achieve

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