



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20160466	<b>Staff Name:</b>	Leonard Kipkemai Tuei
<b>ID Number:</b>	27419368	<b>Employee E-mail:</b>	leonard.tuei@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>	Approved/Closed/HR
<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
To Drive the Commissioner to/from office, appointments, meetings and to other authorized destinations on time	Work ticket Trip approval	Quarterly reports achieved	Transport provided	100	100
To report for assignment at least fifteen minutes before departure or agreed time from 1st July ,2022 to 30th June 2023	Work ticket	Reported to duty as agreed, target achieved	reported for assignment at least fifteen minutes before departure or agreed time from 1st July ,2022 to 30th June 2023	101	100
To Keep the assigned vehicle(s) clean inside and outside on a daily basis from 1st July ,2022 to 30th June 2023	Work ticket, Trip approval	Reports where generated to respective offices as required	Keep the assigned vehicle (s) clean inside and outside on a daily basis from 1st July ,2022 to 30th June 2023	100	80



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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 ,2022 to 30th June 2023	Work ticket, Trip approval	Repair reports where generated to as per requirement	document vehicle service records to track costs and maintenance of vehicles as well as to justified replacement of vehicle parts on monthly basis from 1st July ,2022 to 30th June 2023	100	70
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 ,2022 to 30th June 2023	Invoices Proof /Observation of spare part by TO	Quarterly reports achieved	documented 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 ,2022 to 30th June 2023	100	80
To report on all accidents or any damage of motor vehicle within a period of twenty-four hours 1st July ,2022 to 30th June 2023	Report	Repair reports where generated to as per requirement	reported on all accidents or any damage of motor vehicle within a period of twenty-four hours 1st July ,2022 to 30th June 2023	100	90
To report mileage covered by the vehicle on daily basis before 8:am to the supervisor as per the work ticket from 1st July ,2022 to 30th June 2023	Report	Quarterly reports achieved	reported mileage covered by the vehicle on daily basis before 8:am to the supervisor as per the work ticket from 1st July ,2022 to 30th June 2023	100	90



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To report vehicle's daily consumption of fuel by 5.pm on daily basis from 1st July ,2022 to 30th June 2023	Work ticket	Done on Monthly basis	reported vehicle's daily consumption of fuel by 5.pm on daily basis from 1st July ,2022 to 30th June 2023	100	90
To attend and participate in the departmental meeting at least quarterly (once in three months ) from 1st July ,2022 to 30th June 2023	Attendance register	Repair reports where generated to as per requirement	Attended and participate in the departmental meeting at least quarterly (once in three months ) from 1st July ,2022 to 30th June 2023	100	90
<b>Total Appraisee Score on Performance Targets</b>				<b>901.00</b>	<b>790.00</b>
<b>Mean Appraisal Scores</b>				<b>100.11%</b>	<b>87.78 %</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets achievable	
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 added	on course
To report for assignment at least fifteen minutes before departure or agreed time from 1st July ,2022 to 30th June 2023	Work ticket	No Target added	on course



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To Keep the assigned vehicle(s) clean inside and outside on a daily basis from 1st July ,2022 to 30th June 2023	Work ticket, Trip approval	No Target added	on course
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 ,2022 to 30th June 2023	Work ticket, Trip approval	Target Changed Or Added	Finalized
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 ,2022 to 30th June 2023	Invoices Proof /Observation of spare part by TO	No target added	on course
To report on all accidents or any damage of motor vehicle within a period of twenty-four hours 1st July ,2022 to 30th June 2023	Report	no target added	finalized
To report mileage covered by the vehicle on daily basis before 8:am to the supervisor as per the work ticket from 1st July ,2022 to 30th June 2023	Report	No target added	Finalised
To report vehicle's daily consumption of fuel by 5.pm on daily basis from 1st July ,2022 to 30th June 2023	Work ticket	no target added	Finalised
To attend and participate in the departmental meeting at least quarterly (once in three months ) from 1st July ,2022 to 30th June 2023	Attendance register	Target added	finalized

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
target set achieved	proceed to end year rating.

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	
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		