



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150293	Staff Name:	Muktar Hassan Sheikh
ID Number:	28006848	Employee E-mail:	muktar.hassan@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	LAM	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Jacqueline Musalia Adamba	Immediate Supervisor Designation:	Principal Land Administration Officer
Second Supervisor:	David Ndegwa Kuria	Supervisor Designation:	Director Land Administration and Management

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Documentation of incoming and outgoing letters and files	Number of letters and files	A well kept register and an inventory maintained	A well kept register and an inventory maintained	98	100
Retrieval of files and filling of documentation required for approval and extension of leases	no of files	180 files retrieved and documents filed	180 files retrieved and documents filed	100	100
Listening, attending and directing members of public	no of people assisted	on average 10 people supported daily	on average 10 people supported daily	100	100
Drafting memos for renewal of leases, new allocations for forwarding	no of memos drafted	100 memos drafted	100 memos drafted	90	100
Assist in the preparation of valuation requisition forms	no of requisitions made	100 requisitions made	100 requisitions made	100	100
Total Appraisee Score on Performance Targets				488.00	500.00
Mean Appraisal Scores				97.6%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets well set	Targets are achievable



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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
I have met my targets for the FY 2022/23	the officer performed well.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Documentation of incoming and outgoing letters and files	Number of letters and files	target not changed	continuous basis
Retrieval of files and filling of documentation required for approval and extension of leases	no of files	target not changed	60 files retrieved
Listening, attending and directing members of public	no of people assisted	target not changed	on demand
Drafting memos for renewal of leases, new allocations for forwarding	no of memos drafted	target not. changed	50 memos. drafted
Assist in the preparation of valuation requisition forms	no of requisitions made	target not changed	20 requisitions made

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I will achieve all my set targets by end of financial year 2022/2023	targets are smart and achievable

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%
Core Competencies	Independence	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I am independent and reliable when doing duties assigned.	He is independent, very professional, and reliable in carrying out the duties assigned

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer care skills	2 weeks	Customer Care Course
Records management	2 weeks	Records Management course



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Trainings are necessary	I recommend the training
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
performed extremely well	Training recommended