



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150380	<b>Staff Name:</b>	Redton Gideon Matheka
<b>ID Number:</b>	27060951	<b>Employee E-mail:</b>	redton.gideon@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2016 - 2017
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	LAM	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Samuel Nthuni Mwenje	<b>Immediate Supervisor Designation:</b>	Deputy Director
<b>Second Supervisor:</b>	David Ndegwa Kuria	<b>Supervisor Designation:</b>	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
1.Handling departmental logistics for transportation & preparation.	-booking of transport. -booking of venue. -follow up payments with finance.			100	100
2.procuring materials for the department.	-filling the requisition forms to procure materials for the department. -keep record of departmental materials and record of what may be required.			100	100
3.Routine accounts work.	-budgeting departmental activities.			90	100
4.Work as part of a team in delivering services.	-booking transport and venues for the team. -travelling with the team to register visitors and provide all the materials needed during the sessions.			150	150
5.Maintaining high quality records in a thorough and organised manner.	-file security. -data privacy.			100	100
6. supporting line managers and colleagues	-Providing information needed. -providing needed materials.			120	120
7. Writting directorate minutes for the department	-printing the minutes. -making sure that the minutes are signed and properly filed			100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>760.00</b>	<b>770.00</b>
<b>Mean Appraisal Scores</b>				<b>108.57%</b>	<b>110%</b>



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APPRAISEE'S COMMENTS ON TARGET SETTING		IMMEDIATE SUPERVISOR'S ON TARGET SETTING	
I set the targets based on the administrative arm of the Directorate.		The targets were appropriately set in consultation with me. They have also been satisfactorily met.	
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	
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	
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		