



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150210	Staff Name:	Joseph Shapara Kimakon
ID Number:	22116104	Employee E-mail:	joseph.shapara@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:	NLC8
Dept/Directorate	HRA	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Guyo Sora Bagaja	Immediate Supervisor Designation:	Chief Human Resource Officer
Second Supervisor:	Ben Tuwai Bett	Supervisor Designation:	Deputy Director HR

DEPARTMENTAL OBJECTIVES

To strengthen Human Resource capacity

To improve work environment

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1.Filing of documents on the recruitment matters of new Staff between 1st July 2022 to 30th June 2023	• Attendance list, Training program, Nomination letter	1500 documents filed in different files in the directorate		100	0
2.To carry out longlisting in order attract, recruit and retain sixty(60)competent staff in the Commission between 1st July 2022 to 30th June 2023	• Longlist	One long listing report was done during the year		100	0
3.To circulate and filing of questionnaires in preparation to conducting a staff satisfaction survey between 1st June, 2022 and 30th June, 2023	• File • Number of questionnaires collected	Circulated and filed questionnaires for staff satisfaction		100	0
4.To set individual targets and sign the same with my immediate supervisor	• Signed targets	Signed individual targets with my supervisor		100	0
5.To attend and participate in monthly directorate meetings	• Signed meetings • Attendance list	Attended 11 directorate meetings		100	0



INDIVIDUAL APPRAISAL REPORT

6.To attend and participate in monthly sectional meetings	<ul style="list-style-type: none"> Signed Minutes Attendance register 	Attended 10 monthly sectional meetings		90	0
7.To create new staffs in the HRMIS System	<ul style="list-style-type: none"> Report on new employees created 	Created 11 new staff in the HRMIS System		150	0
8.To file Directorate correspondences on daily basis.	<ul style="list-style-type: none"> Files 	Filed all directorate daily correspondences		150	0
9.To retrieve files and any other correspondences required for action on a daily basis	<ul style="list-style-type: none"> File movement register Delivery book 	Retrieved Files and other correspondence s required for action		100	0
10. To generate employee management report when required	Employee management reports generated	Retrieved employee management report when required		100	0
11.To manage staff and Subjects files in personnel registry	File Movement register	Managed staff and subject files in registry		100	0
Total Appraisee Score on Performance Targets				1190.00	0.00
Mean Appraisal Scores				108.18%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are achievable	Given the necessary support, the officer will be able to achieve the targets.

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
All target achieved	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1.Filing of documents on the recruitment matters of new Staff between 1st July 2022 to 30th June 2023	<ul style="list-style-type: none"> Attendance list, Training program, Nomination letter 	target not changed	Ongoing



INDIVIDUAL APPRAISAL REPORT

2.To carry out longlisting in order attract, recruit and retain sixty(60)competent staff in the Commission between 1st July 2022 to 30th June 2023	• Longlist	target not changed	Done
3.To circulate and filing of questionnaires in preparation to conducting a staff satisfaction survey between 1st June, 2022 and 30th June, 2023	• File • Number of questionnaires collected	not changed	On course
4.To set individual targets and sign the same with my immediate supervisor	• Signed targets	target not changed	Done
5.To attend and participate in monthly directorate meetings	• Signed meetings • Attendance list	not changed	On course
6.To attend and participate in monthly sectional meetings	• Signed Minutes • Attendance register	target not changed	On course
7.To create new staffs in the HRMIS System	• Report on new employees created	target not changed	Ongoing
8.To file Directorate correspondences on daily basis.	• Files	target not changed	Continuous
9.To retrieve files and any other correspondences required for action on a daily basis	• File movement register • Delivery book	target not changed	Continuous
10. To generate employee management report when required	Employee management reports generated	target not changed	Ongoing
11.To manage staff and Subjects files in personnel registry	File Movement register	target not changed	On course

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
the targets were achievable	Proceed

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



INDIVIDUAL APPRAISAL REPORT

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
SMC	1 month	Supervisory
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
The training will enhance my skills	Recommended subject to availability of funds	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	