



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150169	Staff Name:	Kenneth Kiriinya Muriithi
ID Number:	25898126	Employee E-mail:	kenneth.kiriinya@landcommission.go.ke
Appraisal Type:	MID FINANCIAL YEAR	Appraisal Period:	2020-2021
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	22-Kiambu County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Molu Michael Halake	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Michael Molu Halake	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Process 12 renewal of leases	Numbers of memos on regularization done	12 renewal of leases done	target achieved	100	100
correspondences letters for 20 parcels in Kiambu	Numbers of letters on regularization	35 letters on regularization done	35 achieved against 20 given	190	190
Process 3 letters	Number of letters done	process 3 allocation and forwarded	target achieved	100	100
Attended 5 County departmental meetings	Number of meetings attended	8 departmentsl meeting attended	Attended 5 county departmental meetings	130	100
Carried out 7 site inspection	Sire inspection done	Did 15 site inspection	Achieved 15 against a target of 7 given	180	180
Total Appraisee Score on Performance Targets				700.00	670.00
Mean Appraisal Scores				140%	134%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Target are Achievable	Realistic target exceedingly achieved.



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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
Target are achievable	His performance was commendable as he delivered on his assignment and additionally nurtured the young officers professionally.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Process 12 renewal of leases	Numbers of memos on regularization done	target maintained	50 percent done
correspondences letters for 20 parcels in Kiambu	Numbers of letters on regularization	target maintained	50 percent done
Process 3 letters	Number of letters done	target maintained	50 percent done
Attended 5 County departmental meetings	Number of meetings attended	target maintained	50 percent done
Carried out 7 site inspection	Sire inspection done	Target Maintained	50 percent done

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Target are achievable	This is realistic performance achievement.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Training and Development	Excellent - Higher Than 100%
Values	Fairness	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Am competent, transparent and accountable.	He has a very good professional ethos, efficient and committed to his work

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
supervisory skills	2 weeks	management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
to improve my managerial skills	I highly recommend the officer to be granted opportunity for training. .A supervisory course recommended



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Targets exceedingly achieved .Keep up doing what is expected of you .	Recommended for Supervisory Course at Kenya School of Management .