



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150380	Staff Name:	Redton Gideon Matheka
ID Number:	27060951	Employee E-mail:	redton.gideon@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	LAM	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Paddy Odera Makene	Immediate Supervisor Designation:	Senior Surveyor
Second Supervisor:	Samuel Gatuku Wanjohi	Supervisor Designation:	Principal Surveyor

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Handling departmental logistics for transportation & preparation.	booking of transport-booking of venue-follow up payment with finance	105	105	101	110
proper maintenance of commission assets	Assets maintainance register	90	90	80	90
participate in staff meetings	meeting minutes	90	90	85	90
maintain and timely surrender tea imprest.	surrender documents	107	110	99	100
procuring materials and supplies for the department	procurement document.	100	100	93	100
Routine accounts work	budgeting departmental activities.	90	90	80	100
maintaining high quality records in a thorough and organized manner	file security and data privacy.	100	100	90	90
working as part of the team in delivering field work activities.	provision of fieldwork materials needed and custody of the materials.	90	90	84	90
Total Appraisee Score on Performance Targets				712.00	770.00
Mean Appraisal Scores				89%	96.25%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
I am working hard to achieve the set target.	Appraisee was able to achieve most of the targets and managed to exceed some of them



INDIVIDUAL APPRAISAL REPORT

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
Handling departmental logistics for transportation & preparation.	booking of transport-booking of venue-follow up payment with finance	unchanged	90
proper maintenance of commission assets	Assets maintainance register	unchanged	60
participate in staff meetings	meeting minutes	unchanged	66
maintain and timely surrender tea imprest.	surrender documents	unchanged	70
procuring materials and supplies for the department	procurement document.	unchanged	70
Routine accounts work	budgeting departmental activities.	unchanged	72
maintaining high quality records in a thorough and organized manner	file security and data privacy.	unchanged	55
working as part of the team in delivering field work activities.	provision of fieldwork materials needed and custody of the materials.	unchanged	60

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
working hard to meet my target by the end of the year.	Despite some challenges, the appraisee is on course to achieve his targets.

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
I will work effectively to achieve the set target.	Appraisee showed professionalism, integrity and efficiency in executing his roles

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory and managerial skills.	1 month.	supervisory and managerial course.



INDIVIDUAL APPRAISAL REPORT

Supervisory and managerial skills.	2 weeks	Supervisory and managerial skills.
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
i look forward to attend more trainings in future.		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
Appraisee was able to meet set targets.	Career progression trainings recommended for the Appraisee.	