



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150180	Staff Name:	Michael Wachira Mathenge
ID Number:	24642902	Employee E-mail:	michael.mathenge@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2015 - 2016
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	ICT	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Meshack Maitima Mwiti	Immediate Supervisor Designation:	Principal Network Administrator
Second Supervisor:	Amos Parletuan Kasaine	Supervisor Designation:	HEAD,ICT

DEPARTMENTAL OBJECTIVES
Ensure automation of Commission's process and procedures.
Ensure secure,efficient and reliable IT infrastructure.
Promote efficient utilization of information systems.

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Website redesign and increase capacity.	Number of sites redesigned			0	0
LAN on Ardhi house and ACK house	Number of offices connected			0	0
Email replication	Stability of Email			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING

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



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Website redesign and increase capacity.	Number of sites redesigned	no change	New format for the redesign has been agreed on and process ongoing.
LAN on Ardhi house and ACK house	Number of offices connected	No change	All offices in ACK house are connected. Ardhi house offices most are connected.
Email replication	Stability of Email	No change	Emails are stable and it is stable.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
All the performance targets are complete or near completion.	All has been partially achieved as per the mid year review

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
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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Training on cyber security	one month	technical
Training on managerial skills	one month	Managerial training

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
i recommend this training to enhance our skills	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations