



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150380	<b>Staff Name:</b>	Matheka Gideon Redton
<b>ID Number:</b>	27060951	<b>Employee E-mail:</b>	redton.gideon@landcommission.go.ke
<b>Appraisal Type:</b>	MID FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<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>	Immediate Supervisor Reviewed
<b>Immediate Supervisor:</b>	Samuel Gatuku Wanjohi	<b>Immediate Supervisor Designation:</b>	Principal Surveyor
<b>Second Supervisor:</b>	Paddy Makene Odera	<b>Supervisor Designation:</b>	Senior Surveyor

### DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Procure 24 No of times , materials for the Department and supply to the members.	1. Number of requisition entered in the requisition book			0	0
2. Keep register of incoming and outgoing mails in the department	2. Register of incoming incoming and outgoing mails			0	0
3. Write 12 Number of minutes for departmental meetings	3. Number of the typed minutes from the minutes file			0	0
5.Handling departmental logistics.	5.copy of work tickets in the travel register.			0	0
<b>Total Appraisee Score on Performance Targets</b>				<b>0.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>0%</b>	<b>0%</b>

### 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

### MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
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### MID YEAR APPRAISEES'S COMMENTS

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Achieved set targets



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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	