



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150274	<b>Staff Name:</b>	John Nyagah Waweru
<b>ID Number:</b>	23999226	<b>Employee E-mail:</b>	john.waweru@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL 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>	NLC7
<b>Dept/Directorate</b>	LAM	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Silas Mburugu Kiogora	<b>Immediate Supervisor Designation:</b>	Principal Land Administration
<b>Second Supervisor:</b>	Silas Mburugu Kiogora	<b>Supervisor Designation:</b>	Principal Land Administration

DEPARTMENTAL OBJECTIVES
Capacity building of land administration
Verification and issuance of letters of allotment to secure land rights
Leases and transfer of land preparation and execution
Development control b way of lease extension,approval renewals,subdivisions and change of use

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Retrieve over 100 files for approval and filing	No of files retrieved and filed documents	100	100	100	100
Attending to at least 500 members of the public and advising them	Members and cases handled	100	100	100	100
Documentation of incoming and outgoing letters, files and memos	Dispatched letters and correspondences	100	100	100	100
Retrieval of files for renewal of lease	Number of files retrieved for renewal purposes	100	100	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>400.00</b>	<b>400.00</b>
<b>Mean Appraisal Scores</b>				<b>100%</b>	<b>100%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are Achievable	Targets are achievable



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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
	The targets were well achieved and the staff needs training in the area of specialization

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Retrieve over 100 files for approval and filing	No of files retrieved and filed documents	None	No target changed
Attending to at least 500 members of the public and advising them	Members and cases handled	None	No target added
Documentation of incoming and outgoing letters, files and memos	Dispatched letters and correspondences	None	No target added
Retrieval of files for renewal of lease	Number of files retrieved for renewal purposes	None	No target added

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
No target added	No target changed

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
Targets are well set	The staff has worked hard

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

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The trainings are necessary in the excursion of my duties	Trainings are recommended

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Quite good performance	More Training can improve on performance