INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS

Staff Number:	NLC20150293	**Staff Name:**	Muktar Hassan Sheikh
ID Number:	28006848	**Employee E-mail:**	muktar.hassan@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	**Appraisal Period:**	2021-2022
Terms of Service:	Permanent and Pensionable	**Gender:**	Male
Work Station	47-Nairobi City County	**Job Grade:**	NLC8
Dept/Directorate	LAM	**Appraisal Status**	Immediate Supervisor Reviewed
Immediate Supervisor:	Joseph Muthomi Ngaruthi	**Immediate Supervisor Designation:**	Principal Land Administration
Second Supervisor:	Joseph Muthomi Ngaruthi	**Supervisor Designation:**	Principal Land Administration

DEPARTMENTAL OBJECTIVES

To secure public institutions land
To enhance access to alienated and unalienated public land for development
To regularize urban land allocations

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Aiding in preparation of school titling by sealing, dating and dispatch	number of transfers forwarded			100	0
Retrieval of correspondence files and filling of documents required for approval of leases	No of files and documents attached 1			100	0
Documentation of incoming and outgoing letters and files	Number of letters and files			100	0
Documentation of incoming and outgoing letters and files	Number of letters and files			0	0
Total Appraisee Score on Performance Targets				**300.00**	**0.00**
Mean Appraisal Scores				**75%**	**0%**

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets well set	Targets are smarts

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
Aiding in preparation of school titling by sealing, dating and dispatch	number of transfers forwarded	None	No target added
Retrieval of correspondence files and filling of documents required for approval of leases	No of files and documents attached 1	None	No target added
Documentation of incoming and outgoing letters and files	Number of letters and files	None	No target added

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
No target changed	targets are achievable

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 achievable	

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Customer care skillls	2 weeks	Customer Care course
Records management	4 weeks	Records Management course
Customer care skillls	2 weeks	Customer Care Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Trainings are important for the excursions of my duties	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations