



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:	2018-2019
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	LAM	Appraisal Status	Supervisor
Immediate Supervisor:	Charles Wangila Musundi	Immediate Supervisor Designation:	Senior Administration Officer
Second Supervisor:	Francis Bor Cheruiyot	Supervisor Designation:	Deputy Director

DEPARTMENTAL OBJECTIVES

Ensure efficient and effective administration services

Enhanced efficiency in commission services

Effective cost management and efficient internal control systems

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Dispatch mails within one day	-Mail register	100	100	100	100
Prepare minutes within 5 days from day of meeting	Copy of the minutes	100	100	100	100
Filling of documents on daily basis	File	100	100	100	100
Compiling data and drafting simple memos and letters on a daily basis	Copies of compiled data, memos and letters	100	100	100	100
Preparing worn out files immediately	Clean and maintained files	100	100	100	100
Sorting and distributing mails within one day	Mail register	100	100	100	100
Total Appraisee Score on Performance Targets				600.00	600.00
Mean Appraisal Scores				100%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING

Targets well set

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

targets are good



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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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Dispatch mails within one day	-Mail register	None	EXcellent
Prepare minutes within 5 days from day of meeting	Copy of the minutes	None	Very Good
Filling of documents on daily basis	File	None	Good
Compiling data and drafting simple memos and letters on a daily basis	Copies of compiled data, memos and letters	None	Very Good
Preparing worn out files immediately	Clean and maintained files	None	Good
Sorting and distributing mails within one day	Mail register	None	Good

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Work well done	targets are reasonable

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Efficiency	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
work well done	he is a good worker

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Report writing	2 weeks	Report writing course
Proficiency course for clerical officers	4 weeks	Proficiency Course
Records management	4 weeks	Record management course



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
This courses will help improve in my daily duties	I recommend Proficiency course for clerical officers
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations