Appendix II:

9.0 Annual Performance Evaluation Report (for Non-Teaching Staff)

PARTS I & II (To be completed by staff)

Period of Report	
From	To

PART I

Personal Record of Service

Please complete this part carefully. **Wrong, inaccurate or false information may result in your disqualification for confirmation of appointment or promotion, and may lead to disciplinary action against you**.

1. Full Name of Staff (Block Letters) Surname first
   Prof./Dr./Mr./Ms/Mrs./Miss……

2. P. No**.** ……

3. Faculty/Institute/Centre……..…
   Department:…….…… nit:…..……

4. (A) **Personal Particulars**
   - (i) Date of Birth (dd/mm/yy) ……
   - (ii) Date of first appointment: ……
   - (iii) Position at first appointment ……
   - (iv) Date of Confirmation……
   - (v) Present Rank…….
   - (vi) Date of Last Promotion……
   - (vii) Current Salary Level and Step……

   (B) Qualifications Obtained with Dates
   (Academic/Professional; Start with the highest)

	Academic/Professional	Year Obtained
i.		
ii.		
iii.		
iv.		
v.		
vi.		
vii.		
viii.		
ix.		
x.		

5. **Leave Records**

A.	Total number of days absent on sick leave during the year under review	From	To	No. of days
	(i) Hospitalization			
	(ii) Treatment Received Abroad (where applicable)			
	(iii) Sick Leave			
	Total			
B.	Maternity Leave			
C.	(i) Annual Leave (ii) Casual Leave			
Total number of days spent on Annual/Casual Leave				

PART II

1. (a) **Target Setting**

The University has set the following targets for my Faculty/Institute /Centre/Department/Unit:

i.……..……

ii.……..……

iii.……

iv.……

v.……..……

(b) **Target set for the Staff**

My supervisor in consultation with the Dean/ Director /HOD/HOU set out the following targets for me:

i.……..……

ii.…….

iii.……

iv.……

v.…….……

2. **Job Description**

(a) State below in order of importance the main duties you performed during the year under review.

i.……

ii.……

iii.……

iv.……

v.……

vi.……

vii.……

viii.……

(b) Was there any consultation between you and your supervisor on how to accomplish the schedule of duties? And when?

……

……

……

(c) Were you properly equipped professionally /technically/administratively to perform the duties assigned?
YES/NO. if no, state reasons.

……

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……

……

(d) In the light of (c) above, state the efforts you and your Supervisor put towards rectifying them.

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(e) Was there any periodic (monthly, quarterly or annual) review of the methods or techniques adopted by your Supervisor to achieve the desired goals?

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……

(f) After the review, did your performance improve to the prescribed standards set at the beginning of the year?

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……

(g) If the answer to (f) above is NO, state what you consider to be the solution (If any):

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……

(h) State how your performance relates to the achievement of the goals set for your Faculty/Institute/Centre/Department/Unit and the vision of the University.

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……

(i) State any ad-hoc duties performed or assigned to you during the year under review.

……

……

……

(j) Has the performance of ad hoc duties positively affected your schedule of duties?

If negatively, what have you and your supervisor done to address the negative effect?

……

……

……

(k) For how long have you been on the present schedule of duty referred to in (a) above:

From:……. To**:** …….

(l) My supervisor during the year under review is:

Prof./Dr./Mr./Miss/Ms/Mrs:…….

……Director/Dean/HOD/HOU

;…….

From:…… To:…….

3. **Additional qualifications obtained since assumption of duty or last promotion**:

……

……

……

……

4. **If none, state why**:

……

……

……

5. **Training Courses/Seminars Attended since last Promotion**

	List of Workshops/Training/Seminars Attended	Venue		Period	
		Local	International	From	To
i.					
ii.					
iii.					
iv.					

(a) In what ways have the trainings/seminars impacted on your performance and productivity?

……

……

……

6. **Job Performance**

Comment on schedule of duties you have performed during the year under review:

……

……

……

(a) State the duties under your schedule which you think you have performed satisfactorily

……

……

(b) To which factors do you ascribe your success or failure?

i) For success

……

……

ii) For failure

……

……

(c) Taking into consideration your response to (a) and (b) above, state in not more than two paragraphs your observations on the challenges facing the Unit/Department/Faculty/Institute/Centre and the University and the way forward

……

……

(d) State what you need most to improve your job performance and productivity

……

……

……

(e) Are you satisfied that your capabilities are being fully utilized in line with your present duties?

……

……

(f) Do you think that your capabilities could be better utilized in a different type of job within the University? If yes, where?

……

……

(g) During the year under review, are you fully satisfied with your job performance? If not, state the reasons

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……

(h) Provide additional comments which you think may assist in evaluating your performance better:

……

……

……

……... ……..…..

Name & Signature of Staff Date

PART III

(*To be completed by the Supervisor under whom the staff served in the year under review)*

1. **Job Performance Assessment**

Do you agree with the duties performed by the staff in line with his schedule in the year under review as stated in Part II above?. (If no, state where you differ with his statement).

……

……

2. **Aspects of Performance**

In assessing the performance of the staff under you, rate the following criteria with comments where necessary using the scale below. Where you feel that a vital aspect of performance is missing, add and comment on it

3. **General Ability**

Key for assessing staff performance

A	-	5	=	Outstanding
B	-	4	=	Very good
C	-	3	=	Good
D	-	2	=	Fair
E	-	1	=	Poor

A. Assess objectively how the staff performed his/her duties

		5	4	3	2	1
(a)	Understanding, organizing and execution of duties					
(b)	Application of professional/technical/ administrative or any other acquired skills to duties.					
(c)	Quantum of work accomplished within the year					
(d)	Quality of decision and contribution					
(e)	Work-speed and accuracy					

Max = 25 ☐

Give examples of either outstanding performance or deplorable

……

……

B. Communication:

		5	4	3	2	1
(a)	Written Expression					
(b)	Oral Expression					

Max = 10 ☐

Give examples of either outstanding performance or deplorable

……

……

C. Human Relations

		5	4	3	2	1
(a)	Relationship with peers					
(b)	Relationship with Public					
(c)	Relationship with superiors					
(d)	Relationship with subordinates					
(e)	Relationship with students					

Max = 25

Give examples of either outstanding performance or deplorable

……

……

D. Work Output

		5	4	3	2	1
(a)	Quality of Work					
(b)	Productivity					
(c)	Initiative					

Max = 15

Give examples of either outstanding performance or deplorable

……

……

4. **Character Traits**

Assess the following character traits:

		5	4	3	2	1
(a)	Loyalty to the University					
(b)	Morality					
(c)	Accountability					
(d)	Dependability					
(e)	Emotional stability					
(f)	Physical stability					
(g)	Commitment to work					
(h)	Decorum					
(i)	Confidentiality					

Max = 40

Give examples of either outstanding performance or deplorable

……

……

5. **Work Habits**

		5	4	3	2	1
(a)	Punctuality					
(b)	Availability at duty post					
(c)	Resource management					
(d)	Attendance at scheduled meetings					

Max = 20

Give examples of either outstanding performance or deplorable

……

……

6. **Rewards and Sanctions**

Rewards and Sanctions obtained by staff in the year under review

		Score
(a)	Gifts and Awards	+5
(b)	Commendation	+4
(c)	Verbal Warning	- 2
(d)	Written Warning/ Withholding of Promotion	- 4
(e)	Suspension/Interdiction	- 5

Highest +5 & Lowest -5

Give examples of either outstanding performance or deplorable

……

……

7. **Leadership Attainment**

		5	4	3	2	1
(a)	Initiate, encourage and assist subordinates to define standards and measures for effectiveness					
(b)	Encourage and motivate subordinates to					

Max = 25

	achieve set goals					
(c)	Serves as a role model in punctuality, efficiency, morale and financial integrity					
(d)	Coach and mentor subordinates for succession					
(e)	Adaptability to changes and flexibility in line with contemporary challenges					

Give examples of either outstanding performance or deplorable

……

……

8. Overall Assessment

Taking into consideration the above assessment, insert the total scores of the staff using the table below as appropriate

Ranking	Description	Score Range	Total Points Obtained by the Staff	Key to Action
Outstanding	Always recognizes, initiates and determines priorities, diligent all the time in the performance of scheduled duties with exceptional awareness of recent developments in the area	130 and above		Promotable with commendation
Very Good	Largely recognizes priorities, diligent most of the time in the performance of scheduled duties and quite aware of recent developments in the area	101 - 129		Promotable
Good	Recognizes and determines priorities, diligent in job performance and generally aware of recent developments in the area	81 - 100		Promotable

Fair	Hardly recognizes and rarely initiates priorities without assistance, generally require constant guidance in the performance of scheduled duties, and scarcely aware of developments in the area	75 - 80		Not promotable. To be reassessed the following year
Poor	Neither recognizes nor initiates or determine priorities, has a lot of difficulties even with assistance in job performance, and unaware of recent developments in the area	Below 75		Appointment to be terminated

9. Training Needs

Indicate training needs necessary to improve the performance or potential of the staff

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……

……

10. **General Remarks:**

Please provide any additional information on the staff

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……

11. **Eligibility for Promotion**

Taking into consideration the overall performance of the staff in the year under review, state your recommendation as appropriate in the table below

NOTE: ***Tick as appropriate***

(a)	Recommended for promotion	
(b)	Not recommended for promotion	
(c)	Recommended for confirmation	
(d)	Not recommended for confirmation	

…… ……
Name & Signature Date

……
Designation

PART IV

1. **Declaration**

Comments by the staff on whom the report is made

I, …….. declare that I have gone through the content of this report and I have the following comments to make (if no comments, indicate so hereunder)

(a) I agree with the report
(b) I disagree with the report for the following reasons:

i.……

ii.……

iii.……

Date …… Signature……

2. **Certification by Supervisor**

I,……....

.....hereby certify that the above report was written by me with the highest sense of responsibility and to the best of my knowledge and judgment; with due regard to my conscience and in accordance with the Oath Act 1963 as amended.

…… ……
Name & Signature Date

……
Designation