



# EKITI STATE UNIVERSITY, ADO – EKITI

## ANNUAL PERFORMANCE EVALUATION REPORT FOR STAFF

### ON HATISS 06 AND ABOVE

### ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL STAFF

Aggregate Score %

FORM NO: AD/EST/ATSE:

ESTABLISHMENT YEAR: 20...../20.....

FAC/DEPARTMENT	UNIT

**NOTE:**

This report is designed to provide an up-to-date appraisal of the employee's competence, efficiency and official conduct which can serve as record of service to purpose of transfer, promotion and training, as a means of assisting the employee in his development within the office, and as a help to the supervisory officer(s) towards precise and objective assessment of their staff.

**SECTION A: PERSONAL DATA AND RECORD OF SERVICE**

*(to be completed by individual member of staff)*

Candidate is advised to complete this form carefully, any improper completion, wrong or inaccurate information will disqualify a candidate from further consideration.

1. Name of Employee(Miss/Mr/Mrs/Dr) \_\_\_\_\_  
*(Surname first)*
2. Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_
3. Marital Status: \_\_\_\_\_ Number of Children: \_\_\_\_\_
4. Date on 1st Appointment in the University (i.e. date of assumption of duty) \_\_\_\_\_
5. Status on 1st Appointment in the University: \_\_\_\_\_
6. Effective Date of Confirmation of Appointment: \_\_\_\_\_
7. Present Status: \_\_\_\_\_
8. Date of Last Promotion or Appointment/Regrading : \_\_\_\_\_
9. Present CONTISS Level  Step
10. Nature of Appointment: Temporary  Permanent  Contractual  (Please tick)
11. Courses of conferences attended during the period of report

i.

ii.

iii.

12. (a) Schools attended with dates

i.		
ii.		
iii.		
iv.		
v.		

(b) Academic Qualifications with dates.

i.		
ii.		
iii.		
v.		

(c) Professional Bodies

Qualification	Awarding Body/Society	Date of Award
e.g. Fellow	Institute of Chartered Accountant	1993

**13. Record of service since joining the University. Details of Movement to be stated with dates  
(Applicable only to the centrally deployed staff)**

Department	From	To	Post/Grade	Officer under whom you served

**14. Present job Description**

(a) State below in order of importance the main official duties performed during the period of report

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

(b) State any important adhoc duties performed which are not of a continuous nature

i.	
ii.	
iii.	
iv.	
v.	

**15. Major contribution(s) to the University (Outside normal official duties)**

i.	
ii.	
iii.	
iv.	

**16. Publications (attach annexure if any)**

i.	
ii.	
iii.	

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**SECTION B: EVALUATION OF PERFORMANCE**

(To be completed by the immediate supervisor of the Employee)

**17. Aspects of Performance Administrative/professional Duties**

In assessing performance you have already considered some or all of the following aspect: would you now comment on and assess the aspect separately. Each aspect is described in terms of outstanding (A) and unsatisfactory performance (E). The three intermediate ratings (B), (C), and (D) represent behaviour between these extremes. Rating 'A' or 'E' should be given if you believe it is generally true statement that could be supported, if necessary by specific occurrences.

If you feel any aspect of performance not in the list calls for specific comment, please mention on a separate attachment as annexure.

Section 17(b) is designed for assessing teachers in the **University Staff School** only. It is therefore an alternative to section 17 (a) which is for all administrative, technical or professional staff.

## JOB EVALUATION PERSONALITY TRAITS

		A	B	C	D	E	
		5	4	3	2	1	
(a) Foresight	Anticipate problems and develop solution in advance						Grapples with problems after they arise.
(b) Judgement	His decisions or proposals are consistently sound						Poor sense of judgement in most situation
(c) Command of language	Always cogent and clear. Puts his points across convincingly and concisely.						Ambiguous, clumsy and obscure. Finds it difficult to express himself.
(d) Human Relations	Sensitive to other people's feelings. Tactful and understanding of personal problems. Earns great respect. Exceptionally effective in dealing with people of all types.						Ignores or belittles other people's feelings. Intolerance, does not earn respects. Tactful and cannot deal with public.
(e) Sense of responsibility	Seeks and accepts responsibility at all times.						Avoids responsibility, will pass it on when possible.
(f) Reliability under pressure	Performs competency under pressure						Easily thrown off balance, not reliable, even under normal circumstances.
(g) Drive and determination	Whole-hearted application to tasks determined to carry tasks through to the end.						Lacks determination, easily bulked by minor setbacks.
(h) Leadership Qualities	Organises and inspires staff to give their bests						Inefficient in the area of staff, engenders low morale.
(i) Level of Efficiency and Effectiveness	Gets a great deal done within a set time, maintains a very high standards, Work is very virtually error – proof.						Sloppy in output. Maintains consistently low standard of work. Source of constant complaints.
(j) Punctuality	Always punctual						No regard for punctuality
(k) Regularly	Always regular						Truant
(l) Application of professional/technical knowledge	Highly proficient in the practical application of professional/technical knowledge						Deficient in applying professional/technical knowledge of practical issues.

Indicate overall performance of duties by ticking the appropriate box below. (This assessment should reflect the performance actually achieved in the circumstances which prevailed as presented in the assessment above). For example, a candidate who scores A on all points will have 5 x 12 i.e. 60 marks and will thereby be adjudged OUTSTANDING.

**TOTAL SCORE**

<b>Outstanding</b>	=	Exceptionally effective	80 – 100%
<b>Very Good</b>	=	More than generally effective but not positively outstanding	70 – 75%
<b>Good</b>	=	Generally effective	60 – 69%
<b>Fair</b>	=	Performs duties moderately well without serious shortcoming	50 – 59%
<b>Unsatisfactory</b>	=	Definitely ineffective and not up to the task	40 – 49%

Aggregate Score %

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 Signatory of Reporting Officer

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 Date

		A	B	C	D	E	
		5	4	3	2	1	
(1) Preparation of lesson	Prepares adequate and qualitative lesson notes as at when due						Does not prepare for his lessons as appropriate
(2) Use of Teaching Aid	Uses appropriately quantity and quality of teaching aids all the time						Does not value the use of teaching aid.
(3) Conduct of lessons	Conduct the lessons excellently with the use of appropriate methods.						Struggles with the delivery of his/her lessons.
(4) Knowledge of subject matter	Has got mastery of the subject matter						Leaves authority in doubt of his knowledge of the subject matter.
(5) Command of Language	Always cogent and clear. Put his points across convincingly and concisely.						Ambiguous, clumsy and obscure. Finds it difficult to express himself/herself.
(6) Teacher/Pupil Interaction	Uses appropriate techniques to carry his pupils along.						Does not carry his/her pupils along.
(7) Classroom Management	Organisation and Management of his/her class are highly commendable						The tone of the class exudes painlessness and repels the pupils.
(8) Reliability under pressure	Performs competently under pressure						Easily thrown off balance, not reliable, even under normal condition.
(9) Level of Efficiency and Effectiveness	Gets a great deal done within a set time, maintains a very high standards. His work is virtually error – proof.						Sloppy in output. Maintains consistently low standard of work. Source of constant complaints.
(10) Punctuality and Regularity at work	Regularly punctual at work and marks the attendance register as appropriate.						No regard for punctuality. Truant.
(11) Assignment and Evaluate	Gives adequate assignment to pupils and evaluate the work as and when due.						Hardly ever give assignments and does not review work given to pupils.
(12) Teachers personality	Self-Confident, Enjoys respect of parents, pupils and colleagues. Tactful and conducts himself/herself well						Conduct himself/herself in a manner unbecoming of a teacher. He/she dresses to cause distraction and embarrassment.

Indicate overall performance of duties by ticking the appropriate box below. (This assessment should reflect the performance actually achieved in the circumstances which prevailed as presented in the assessment above). For example, a candidate who scores A on all points will have 5 x 12 i.e. 60 marks and will thereby be adjudged OUTSTANDING.

**TOTAL SCORE**

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Aggregate Score %

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**Signatory of Reporting Officer**


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**Date**

**18. Training Needs**

(a) If as a result of the assessments made earlier in the report, you consider that the performance or potential could be recommended for a training, please specify the training needs.

- i.
- ii.
- iii.

(b) If they cannot be met by training on the job, please suggest, if possible, in which other areas they might be met.

- i.
- ii.
- iii.

- (1) Next job at the same level Yes  No
- (2) A different job in the same grade? Yes  No
- (3) Transfer to a job at similar level in another occupation group or cadre Yes  No

*Enter Y for 'Yes' or N for 'No' in the above boxes*

If you have answered YES to any of the questions, say which kind of job and your reasons below:

\_\_\_\_\_  
Signature of Reporting Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Status of Reporting Officer

\_\_\_\_\_  
Name of Reporting Officer

**EMPLOYEE'S COMMENT:**

I certify that I have read the comments of this Report and my head of department has discussed them with me. I have the following:

Add: \_\_\_\_\_  
\_\_\_\_\_

Signature of Officer Reporting on: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION D**

**OVERALL RECOMMENDATION BY THE DEPARTMENTAL/  
FACULTY REVIEW PANEL**

**Recommended for (tick inside the box as appropriate)**

Confirmation of appointment with effect from: \_\_\_\_\_

Promotion to the post of \_\_\_\_\_ With effect from: \_\_\_\_\_

Commendation (indicate purpose): \_\_\_\_\_  
\_\_\_\_\_

Regrading to the post of \_\_\_\_\_ with effect from: \_\_\_\_\_

Normal Increment: \_\_\_\_\_

Training \_\_\_\_\_

Sanction:

Warning \_\_\_\_\_

Deferred increment \_\_\_\_\_

Withholding of increment \_\_\_\_\_

Termination \_\_\_\_\_

Dismissal \_\_\_\_\_

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***Signature of Chairman***  
***(Departmental/Faculty Review Panel Chairman***  
***e.g. Bursar or Dean)***

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***Signature of Secretary***  
***(Departmental/Faculty Review Panel***  
***Secretary e.g. Departmental***  
***Secretary/Faculty Officer)***

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***Name of Chairman to the Review Panel***

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***Name of Secretary to the Review Panel***

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***Date***