FORM NO: AD/EST/ATSE:

EKITI STATE UNIVERSITY, ADO – EKITI
ANNUAL PERFORMANCE EVALUATION REPORT FOR STAFF
ON HATISS 06 AND ABOVE
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL STAFF

Aggregate Score %

FAC/DEPARTMENT UNIT

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

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. __________________
iv. __________________
v. __________________
(c) Professional Bodies

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Awarding Body/Society</th>
<th>Date of Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Fellow</td>
<td>Institute of Chartered Accountant</td>
<td>1993</td>
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13. Record of service since joining the University. Details of Movement to be stated with dates

(Applicable only to the centrally deployed staff)

<table>
<thead>
<tr>
<th>Department</th>
<th>From</th>
<th>To</th>
<th>Post/Grade</th>
<th>Officer under whom you served</th>
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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

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

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**

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

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

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 adjured OUTSTANDING.

**TOTAL SCORE**

- **Outstanding** = Exceptionally effective
  - 80 – 100%
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- **Good** = Generally effective
  - 60 – 69%
- **Fair** = Performs duties moderately well without serious shortcoming
  - 50 – 59%
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  - 40 – 49%

---

**Signatory of Reporting Officer**  

**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

(2) A different job at the same grade?

(3) Transfer to a job at similar level in another occupation group or cadre

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

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

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

Name of Chairman to the Review Panel

Name of Secretary to the Review Panel

Date