

EKITI STATE UNIVERSITY, ADO – EKITI
ANNUAL PERFORMANCE EVALUATION REPORT FOR STAFF
ON CONUNASS

FORM NO: AD/EST/JSE/.....

(Indicate Personal Files No. Please)

AGGREGATE APER Score %

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

FACULTY/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 for purpose of transfer, promotion and training, as a means of assisting the employees 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, wrong or inaccurate information will disqualify a candidate from further consideration.

1. Name of Employee: (Indicate Title): _____

(Surname First)

2. Date of Birth: _____ Place of Birth: _____

3. Marital Status: _____ No of Children: _____

4. Date of 1st Appointment in this University (i.e. Date of assumption of duty): _____

5. Status on 1st Appointment in this University: _____

6. Effective Date of Confirmation of Appointment: _____

7. Present Status: _____

8. Date of Last Promotion or Appointment/Regrading: _____

(Indicate as Appropriate)

9. Present CONUNASS Level: _____ Step: _____

(Please, Supply this information from your current pay slip)

10. Nature of Appointment (Permanent/Temporary/Contract): _____

11. Qualification(s) with dates: State subjects and grade of passes where appropriate

S/N	Name of Institution	Duration		Qualification Obtained with dates
		From	To	
	e.g. Christ School Ado-Ekiti	1983	1988	SSCE

12. Records of Service since joining the University. Details of Movement to be stated with dates.
(Applicable only to centrally deployable staff)

Department	From	To	Post/Grade	Officer under whom you served

13. In-Service Training Undertaken to date.

Date	Course Title	Institution/Organisation	Duration	Award

14. State your main duties during the period covered by this Report.

15. What major difficulties did you encounter in the performance of your duties? Offer suggestion for their solutions.

16. Any other useful information peculiar to your duty during the period covered by this Report?

Signature of Employee

Date

SECTION B:

EVALUATION OF PERFORMANCE

(To be completed by the immediate Head of Department/Unit of the Employee)

Aspects of Performance: Administrative/professional Duties.

In assessing performance you have already considered some or all of the following aspects: would you now comment on and assess the aspects 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 a 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 special comment, please mention on a separate paper attached as annexure.

Section B (B) is designed for assessing Teachers in the University Staff School only. It is therefore an alternative to

Section B (A) which is for all Junior Staff of the University.

EMPLOYEE'S COMMENT:

I certify that I have read the contents of this Report and that my Head of Department has discussed them with me. I certify the following comments to add:

Signature of Officer Reported on: _____

Date: _____

OVERALL RECOMMENDATION BY THE DEPARTMENT/FACULTY REVIEW PANEL

Recommended for (Tick 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 of increment: _____

Withholding of increment: _____

Termination: _____

Dismissal: _____

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

Signature of Secretary
(Department/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

A. **JOB EVALUATION/PERSONALITY TRAITS: Tick appropriate box reflecting your view**

	A 5	B 4	C 3	D 2	E 1	
(a) CONDUCT Behaves excellently well.						Always exhibits bad behaviour.
(b) RELATIONSHIP WITH COLLEAGUES: Sensitive to other people's feelings, earns respect of others. Exceptionally effective in dealing with members of the public and colleagues.						Ignores and insensitive to other people's feelings, intolerant, does not earn respect of others, tactless in dealing with public and colleagues.
(c) LEVEL OF RESPONSIBILITY: Demonstrates excellent ability to handle duties effectively.						Discharge duties poorly.
(d) QUALITY OF WORK: Output of work always very neat and accurate.						Work is always very rough and full of errors.
(e) QUALITY OF OUTPUT: Produces a lot within specified time.						Unable to meet targets.
(f) INITIATIVE: Demonstrates ability to solve basic problems with minimum supervision.						Always waiting to be told what he ought to do.
(g) ADAPTABILITY: Easily adjusts to the environment of work and consistent in output.						Unable to adjust to change.
(h) EXPRESSION ON PAPER: Always cogent and clear.						Ambiguous, clumsy and obscure.
(i) ORAL EXPRESSION: Put his point across convincingly and concisely.						Finds it difficult to express himself.
(j) PUNCTUALITY: Punctual at work.						No regard for punctuality
(k) REGULARITY: Always regular.						Truant
(l) MANAGEMENT OF RESOURCES: Ability to utilize resources effectively.						Unable to manage resources.
(m) ORGANIZATION OF WORK: Plans and arrange his work in an orderly manner.						Planless and lacks underlines
(n) SELF IMPROVEMENT EFFORT: Evidence of desire for improvement in qualification.						Lacks drive, rustic.
(o) ATTITUDE TO WORK: Always willing to take responsibilities without complaint.						Reluctant to take responsibility.
(p) DEGREE OF RELIABILITY: Highly dependable and trustworthy.						Undependable and cannot be trusted.
(q) KNOWLEDGE OF DEPARTMENTAL RULES: Highly knowledgeable and acquainted with procedures.						Poor knowledge of Departmental operations.
(r) PERSONALITY: Very highly comported.						Demonstrates poor mannerism unbecoming of a public servant.
(s) INTEGRITY: Impeccable character						Dubious Character
(t) NEATNESS: Always very neat.						Always untidy

Indicate overall performance of duties by ticking the appropriate box below.

Outstanding	A	= (Exceptionally effective)
Very Good	B	= (More than generally effective but not positive outstanding)
Good	C	= (Generally effective)
Fair	D	= (Performs duties moderately well without serious shortcoming)
Unsatisfactory	E	= (Definitely ineffective and not up to the task)

TOTAL SCORE

80 - 100%
70 - 79%
60 - 69%
50 - 59%
0 - 49%

He/She has served under me for _____ years/months.

Name of Reporting Officer

Signature of Reporting Officer

Status of Reporting Officer

Date:

(FOR STAFF SCHOOL TEACHERS ONLY)

		A 5	B 4	C 3	D 2	E 1	
1. Preparation of Lesson	Prepares adequate and qualitative lesson notes as and when due.						Does not prepare for his lessons as appropriate.
2. Use of Teaching Aid	Uses appropriate quantity and quality of teaching aids all the time.						Does not value the use of teaching aids.
3. Conduct of Lessons	Conducts his lessons excellently with the use of appropriate methods.						Struggles with delivery of his/her lessons.
4. Knowledge of subject matter	Has good 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. Teachers/Pupils 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 circumstances.
9. level of Efficiency and effectiveness	Gets a great deal done within a set time. Maintains 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 regards for punctuality. Truant.
11. Assignment and Evaluation	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.						Conducts 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 which scores A on all points will have 5 x 12 i. e. 60 marks and thereby be adjudged OUTSTANDING)

Outstanding A = Exceptionally effective
Very Good B = More than generally effective but not positive outstanding
Good C = Generally effective
Fair D = Performs duties moderately well without serious shortcoming
Unsatisfactory E = Definitely ineffective and not up to the task

TOTAL SCORE
51 - 60
41 - 50
21 - 30
0 - 20

Aggregate Score %

Name of Reporting Officer

Signature of Reporting Officer

Status of Reporting Officer

Date: