

5. CAREER WITHIN THIS UNIVERSITY

	POST	GRADE LEVEL	FACULTY/ DEPARTMENT	DATE	
				FROM	TO

6. LEAVE RECORDS:

S/NO	LEAVE	STATE DETAILS WITH DATES
A		
B		
C		
D		
E		
F		

7. NUMBER OF TIMES ABSENT FROM OFFICE DUE TO ILL HEALTH: _____

8. COURSES/CONFERENCES/WORKSHOPS ATTENDED DURING PERIOD OF REPORT

S/No.	Title of Course	Organizing Body	PERIOD	
			From	To
i)				
ii)				
iii)				

9. ACTING APPOINTMENTS HELD DURING PERIOD OF REPORT WITH DATES

Post Acted for	From	To

10. PRESENT JOB: _____.

State below in order of importance the main duties performed during period of report.

11. DETAILS OF ANY PROFESSIONAL PUBLICATION / INTENTIONS

12. SERVICE ON UNIVERSITY COMMITTEES

S/No.	Name of Committee	Date		Status
		From	To	

13. SERVICE ON RELEVANT OUTSIDE BODIES (*WITH RELEVANT DETAILS*)

14. MEMBERSHIP OF PROFESSIONAL BODIES (*WITH DATES*)

15. I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE IS CORRECT.

SIGNATURE OF APPRAISEE _____

DATE _____

PART II

SECTION A (85 MARKS)

(To be completed by Appraisee's immediate supervisor in consultation with the Head of Department as necessary).

1. Do you and the person reported upon agree on the job description and the order of importance? If not please explain.

YES/NO

2. **ASSESSMENT OF PERFORMANCE**

How effective is he/she in the performance of the duties set out in 10?

3. **RATING OF ASPECT OF PERFORMANCES**

Each aspect of performance is described in terms of:

Excellent – 5, Very Good – 4, Good – 3, Fair – 2, and Poor – 1. Rating 5 – 1, shall be given if any of them truly represents the position, and the person giving the rating shall substantiate it in writing, indicating specific groups on which they are based. If you feel an aspect of performance is not in the list make specific comments at the end.

A	Additional relevant Qualification	Possesses additional academic and/or Professional Qualification	5		0	No additional relevant qualification
B	Written Expression	Always cogent, clear and well set out	5		0	Ambiguous clumsy and obscure
C	Oral Expression	Puts his points across convincingly and concisely	5		0	Finds sit difficult to express himself
D	Reliability under Pressure	Performs competently uprightly under pressure	5		0	Easily thrown off balance; not reliable ever under normal circumstance
E	Acceptance of Responsibility	Seeks and accepts responsibility at all times	5			Avoids responsibility, will pass it on when possible
F	Drive & Determination	Whole-hearted application of tasks, determined to carry task through to end	5		0	Lacks determination, easily hauled by minor setbacks
G	Relations with colleagues	Sensitive to people's feelings; tactful and understanding of personal problems, earns great respect	5		0	Ignores or belittles other people's feelings, intolerant; does not earn respect

***NB FOOTNOTE**

Scores for Additional Relevant Qualifications (as contained in the Scheme of Service)

WASC or its equivalent	-	3 points
A/L GCE/OND	-	3 points
HND/Degree	-	4 points
PGD, M.Sc., Ph.D	-	5 points
Professional qualifications – pre or post appointment	-	5 points

Accountant Cadre: ICAN, ACCA, M.Sc. Account, PGDE Accounting, Degree in Accountancy, Banking and Finance.

Administrative Cadre: The following shall be recognized and shall attract marks: ASCON, NIM, Masters in Public Administration, Management, Sciences, Masters in Mass Communication, Arts, Law and Education.

H	Foresight	Anticipates problems and develops solution in advance	5		0	Grapples with problems after they arise
I	Penetration	Gets straight to the roots of a problem	5		0	Seldom sees below the surface of problems
J	Judgment	His decisions or proposals are consistently sound	5		0	Poor perception of relative merits of feasibility in most situations
K	Initiative and originality	Has ability to think and act for himself	5		0	Depends usually on instruction from others
L	Punctuality/Regularity at work	Regular and punctual at work	5		0	No regard for regularity and punctuality
M	Relations with public/students	Exceptionally effective in dealing with people of all types	5		0	Tactless and cannot deal with public/students
N	Supervisory ability	Organizes staff to give of their best	5		0	Inefficient in use of staff; engenders low moral
O	Accuracy including numerical ability	Accurate in the use interpretation of ideas and figures	5		0	Gets confused with figures
P	Devotion and application to work	Dedication to the job and evidence of proficiency and application to work	5		0	Deficient in the job
Q	Output and quality of work	Gets a great deal done within a set of time frame; maintains very high standards; work is virtually error proof	5		0	Sloppy in output, maintains consistently low standards of work; sources of constant complaint.

SECTION B (15 MARKS)

4. 15 points as specified below to be scored by Immediate Supervisor or Head of Department

a. Administrative cadre and Executive cadre (15 Points)

- | | | | |
|------|--|---|-----------|
| i. | Service on University Committees
(2 point per committee, maximum of 10 points) | - | 10 points |
| ii. | Attendance to Conferences/Workshops/Seminars
(1 point per conference per year, maximum of 5 points) | - | 5 points |
| iii. | Service to Ad-hoc Faculty/Departmental Committees
(1 point per committee, maximum of 5 points) | - | 5 points |

b. Masters Cadre, (Primary and Secondary Schools) - 15 points

- | | | | |
|------|--|---|----------|
| i | Preparation and writing of lesson notes | - | 5 points |
| ii | Improvisation and use of teaching aids | - | 3 points |
| iii | Delivery of lesson and class control | - | 3 points |
| iv | Giving and marking of written exercise | - | 1 point |
| v | Adherence to time-table and to weekly lesson periods | - | 1 point |
| vi | Coverage of terms scheme of work | - | 1 point |
| vii | Keeping of school records including progress charts | - | 1 point |
| viii | Recorded 0-9% students failure | - | 5 points |
| ix | Recorded 10-15% student failure | - | 3 points |
| x | Recorded 15-30% student failure | - | 1 point |
| xi | Recorded 30 and above student failure | - | 0 point |

c. Security staff only (15 points)

- | | | | |
|-----|--|---|----------|
| i | Presence at duty post | - | 3 points |
| ii | Ability to detect, check and prevent social anomaly within duty post | - | 3 points |
| iii | Documentation of security report etc | - | 3 points |
| iv | Obedience to constituted authority | - | 3 points |
| vi | Ability to maintain security equipment/
improvisation of security equipment | - | 3 points |

d. **Technologist, Nurses, Superintendent etc (15 points)**

- | | | | |
|-----|---|---|----------|
| i | knowledge of laboratory equipment | - | 3 points |
| ii | Usage of appropriate equipment to execute assignments | - | 3 points |
| iii | Avoidance of hazards in the use of equipments | - | 3 points |
| iv | Prompt execution of maintenance requests etc | - | 3 points |
| v | Ability to detect faults and proffer solution | - | 3 points |

SECTION C

e. **Negative points (5 points) for all staff**

The following negative attributes should be scored and deducted from the total performance score

- | | | | |
|-----|---|---|---------------------|
| i | Letter of warning | - | 2 points per letter |
| ii | Letter of reprimand | - | 1 point per letter |
| iii | Letter of query | - | 1 point per letter |
| iv | Letter of adverse report on disciplinary case | - | 1 point per letter |

Total score (current year total obtained in Part II Section A plus total score obtained in Sections B, minus score in Part II Section C.

Current year score _____

Total score (previous appraisal year) _____

5. OVERALL PERFORMANCE

a	Very Outstanding	Exceptionally effective	1	<input type="checkbox"/>	90% 2 incremental step
b	Outstanding	Very effective	2	<input type="checkbox"/>	80% and above Promote 3 years
c	Very Good	More generally effective but not positively outstanding	3	<input type="checkbox"/>	70% Promote 3 years
d	Good	Generally effective	4	<input type="checkbox"/>	60% over 3 years Promote
e	Fair	Performs duties moderately well and without serious shortcomings	5	<input type="checkbox"/>	50% - 59% Normal increment
f	Unsatisfactory	Definitely ineffective	6	<input type="checkbox"/>	40% - 49% Warning
g	Poor	Withhold increment	7	<input type="checkbox"/>	35% - 39% Withhold increment
h	Very Poor	Terminate appointment	8	<input type="checkbox"/>	Below 35% Terminate appointment

