

UNIVERSITY OF ILORIN

FILE NO:

ANNUAL PERFORMANCE EVALUATION REPORT

CONFIDENTIAL

PERIOD OF REPORT: From January 20.....To: December 20.....

Note: This form should be processed to final destination which is the Directorate of Human Resources by 31st March succeeding the end of year of the report

PART ONE

PERSONAL RECORDS OF EMPLOYEE

(To be completed by All Non-Teaching Officers)

1. Name of Officer: *Mr./Mrs./Miss.....
Surname Forenames

(Delete whichever is not applicable)

2. Date of Birth.....

3. Faculty/Department (indicate Section/Division).....

4. Qualifications held (Degree, Diploma, Certificate, etc.) (Underline those acquired during period of report).....

5. Date of first appointment into the University Service.....

6. Present Substantive Grade/Post.....

7. Date appointed to substantive Grade/Post.....

8. Acting appointment held during period of report: indicate the portion (to the nearest month) of the period spent on the Grade/Post.....

9. Courses undertaken during period of report.....

10. Total number of days absent on sick leave during period of report.....

11. PRESENT JOB:
Job Description or Title:

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

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.....
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.....

(b) State any ad hoc duties performed which are not of a continuous nature:

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.....

(c) Period in which you have been on the Schedule of duty or in the Faculty/Department as the case be:
From: To:.....

12. Comments, if any, on duties performed during the period of report:

(a) Looking back on the past year, which jobs assigned to you do you think you have undertaken satisfactorily, in relation to the tasks/main duties performed during the period of report?

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(b) What are the causes or reasons, personal or outside your control, to which you ascribe your success or lack of success?

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(c) Do you think that you need more training or experience to enable you to do your job better? If so, of what kind?

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(d) Is the most effective use being made of your capabilities in your present job? Do you think that your abilities could be better used in your present job or in another kind of job?

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Signature of Officer..... Date:.....

PART TWO

13. To be completed by Reporting Officer

ASSESSMENT OF PERFORMANCE:

(a) Do you and the person reported upon agree on the main duties performed and the order of importance?
(if not, please discuss the changes with him and record any unresolved difference here)

(b) How effective is he/she in the performance of the duties set out in 11(a) and (b)? (What is needed here is an indication, for each of the duties in 11(a) and (b), of how far he/she has achieved the require results):

14. Aspects of Performance

In assessing performance you have already considered some or all of the following aspects: 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, D) represent behavior between these extremes as generally described in the notes at the end of this form.

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 an aspect of performance not in the list calls for special comment, mention it at the end.

		A	B	C	D	E	
(a) Foresight develops	Anticipates problems and Solution in advance						Rarely has solutions to problems
(b) Penetration	Gets straight to the roots of a Problem						Never sees below the surface of a problem
(c) Judgement	His decisions or proposals are consistently sound and well thought out						His judgement cannot be relied upon and he often fails to respond to a new situation
(d) Expression on paper	Written work always cogent clear and well thought out						Ambiguous, clumsy and obscure
(e) Oral Expression	Put his points across convincingly and concisely						Find difficulty in expressing himself
(f) Numerical ability (if applicable)	Accurate in the use and interpretation of figure						Gets confused with figures
(g) Relations with Colleagues	Sensitive to other people's feelings; tactful and understanding of personal problems; earns great respect						Ignores or belittles other people's feelings; intolerant; does not earn respect

		A	B	C	D	E
(h) Relations with the public with people of all types	Exceptionally effective in dealing					Not very easy in his relationship with the public
(i) Acceptance of responsibility at all times	Seeks and accepts responsibility-					Avoids responsibility; will pass it on when possible
(j) Reliability under pressure	Performs competently under Pressure					Easily thrown off balance; not reliable even under normal circumstances
(k) Drive and Determination	Wholehearted application to tasks; determined to carry task through to the end					Lacks determination; easily balked by minor setbacks
(l) Application of professional/technical (if applicable) knowledge	Highly proficient in the practical application of professional/technical knowledge					Deficient in applying professional/technical knowledge to practical issues
(m) Management of staff (if applicable)	Organizes and inspires staff to give of their best					Inefficient in the use of staff; engenders low morale
(n) Output of work	Get a great deal done within a set of time frame					Sluggish in output

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		A	B	C	D	E	
(o) Quality of work	Maintain so very high standards: work is virtually error proof						Maintain consistently low standards of work, source of constant complaint
(p) Punctuality	Regularly punctual at work						No regard for punctuality

I certify that I have seen the comments of this Report. I have the following comment to add, after having discussed my disagreements over the ratings, if any, with my superior.

Signature of Officer reported on Level

Job Title Date

PART THREE

15. Training Needs

(In completing this section, you should take account of any views expressed in paragraph 12 by the person reported on).

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

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

16. Next Job at the same level

(In completing this section you should take account of any views expressed by the person reported on)

Should he be considered during the next year for?

(a) A different job in the same grade YES/NO*

(b) Transfer to a job at similar level in another occupational group or cadre YES/NO*

If you have answered YES to either question, say which kind of job and give your reasons below:

17. Promotability

(a) Normal promotion	well fitted	for promotion to	<input type="checkbox"/>	1
	or fitted	<input type="checkbox"/>	2
		(Grade/Post)		
	or Not fitted		<input type="checkbox"/>	3

comment on your recommendation

18. **Long term potential**

at present he seems

unlikely to progress further

1

or to have potential to rise about one grade
but probably no further

or to have potential to rise two or more grades

19. **General Remarks**

(a) Indicate overall performance of duties by ticking box below. (This assessment should reflect the assessment of performance in item 13 and the ratings of aspect of performance in item (14).

Outstanding

Exceptionally effective

1

Very Good

More than generally effective but not positively
outstanding

2

Good

Generally effective

3

Satisfactory Barely acceptable

	4
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Poor Unacceptable

	5
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(b) Please make a narrative appraisal of the officer reported upon based on your continuous evaluation over the reporting period, drawing attention to any particular strengths or weaknesses, including his integrity, as they affect his performance. Any adverse comments on the officer should have been brought to his notice before it is reflected here:-

He has served under me from: to.....

Signature:Grade:..... Date:.....

Name in block letters:.....

PART FOUR

20. Countersigning Officer's Report (if any) (The Countersigning Officer will normally be the immediate superior of the Reporting Officer).

You should confirm that you agree with reporting officer's assessment, or indicate in the foregoing sections any disagreements which may remain after discussing them with him. You should also indicate how frequently you have seen the work of the person report on. Add any further relevant comment, including whether any aspects of the assessments in the report have been brought to the attention of the person reported on.

He has served under me from: to.....

Signature:Grade:..... Date:.....

Name in block letters:.....

Notes on the ratings of aspects of performance in Paragraph 14

- (i) *Foresight*
A – Anticipates problems and develops solution in advance.
B - Finds solutions promptly to problems.
C - Grapples with problems as they arise.
D - Grapples with problems after they arise.
E - Rarely has solutions to problems.
- (ii) *Penetration*
A – Gets straight to the roots of a problem.
B - Gets to the roots of most problems.
C - Often gets to the roots of a problem eventually.
D - Seldom sees below the surface of a problem.
E - Never sees below the surface of a problem.
- (iii) *Judgement*
A – Written work always clear, cogent and well thought out.
B - He takes a reasonable view on most matters and generally makes valuable contributions.
C - His view of a matter is nearly always a sensible one and his contributions are normally adequate.
D - His judgment tends to be erratic and he seldom takes any constructive action.
E - His judgement cannot be relied upon and he often fails to respond to a new situation.
- (iv) *Expression on paper*
A – Written work always clear, cogent and well thought out.
B - Generally expresses himself clearly and concisely.
C - Written work just good enough to get by.
D - Cannot express himself clearly on paper.
E - Ambiguous, curacy and obscure.
- (v) *Oral Expression*
A – Puts his points across convincingly and concisely.
B - Puts his points across convincingly.
C - Expresses himself adequately.
D - Barely competent.
E - Finds difficulty in expressing himself.
- (vi) *Numerical Ability (If Applicable)*
A – Accurate in the use and interpretation of figures.
B - Competent in the use and application of figures.
C - Generally good in the use of figures.
D - Lacks the ability to use and interpret figures correctly.
E - Gets confused with figures.
- (vii) *Relations with Colleagues*
A – Sensitive to other people’s feeling, tactful and understanding of personal problems, earns great respect.
B - Is generally liked and respected.
C - Gets on well with most people.
D - Not very easy in his relationships.
E - Ignores or belittles other people’s feelings; intolerant; does not earn respect.

- (viii) *Relations with the Public*
- A – Exceptionally effective in dealing with people of all types.
 - B - Generally tactful and effective in dealing with the public.
 - C - Gets on well with members of the public.
 - D - Gets on well on occasions with members of the public.
 - E - Not very easy in his relationships with the public.
- (ix) *Acceptance of Responsibility*
- A – Seeks and accepts responsibility at all times.
 - B - Very willing to accept responsibilities.
 - C - Accepts responsibility as it comes.
 - D - Inclined to refer up matters he could himself decide.
 - E - Avoids responsibility; will pass it on when possible.
- (x) *Reliability under Pressure*
- A – Performs competently under pressure.
 - B - Performs reasonably well under pressure.
 - C - Manages to cope under pressure.
 - D - Seldom copes with problems under pressure.
 - E - Easily thrown off balance; not reliable even under normal circumstances.
- (xi) *Drive and Determination*
- A – Whole hearted application to task; determined to carry task through to the end.
 - B - Unbending in his application to tasks.
 - C - Applies himself reasonable well to situations.
 - D - Finds difficulty in coping with situations.
 - E - Lacks determination; easily baulked by minor set-backs .
- (xii) *Application of Professional Technical Knowledge (If Applicable)*
- A – Highly proficient in the practical application of professional/technical knowledge.
 - B - Very proficient in the practical application of professional/technical knowledge.
 - C - Generally proficient in the practical application of professional/technical knowledge.
 - D – Not proficient in the practical application of professional/technical knowledge.
 - E - Deficient in applying professional/technical knowledge to practical issues.
- (xiii) *Management of Staff (If Applicable)*
- A – Organises and inspires staff to give of their best.
 - B - Manages them distinctively well.
 - C - They work quite well for him.
 - D - Does not control them very skilfully.
 - E - Inefficient in the use of staff; engenders low morale.
- (xiv) *Output of Work*
- A – Gets a great deal done within a set of time frame.
 - B - Gets through a lot of work.
 - C - Output generally satisfactory.
 - D - Does rather less than expected.
 - E - Slippish in output.

(xv) *Quality of Work*

A – Maintains very high standards; work is virtually error proof.

B - Maintains a high standard.

C - His work is generally of good quality.

D - His performance is uneven.

E - Maintains consistently low standards at work, source of constant complaint.

(xvi) *Punctuality*

A – Regularly punctual at work.

B - Always punctual at work.

C - Punctual at work most of the time.

D - Not punctual at work most of the time.

E - No regard for punctuality.