



ALEX EKWUEME FEDERAL UNIVERSITY, NDUFU-ALIKE, EBONYI STATE.

ANNUAL PERFORMANCE EVALUATION REPORT

NON-TEACHING STAFF (CONTISS 01 - 05)

PART 1

SECTION A: PERSONAL RECORD OF SERVICE
(To be completed by the officer being reported upon)

Period of Report	
From	To

Please complete this form carefully. Any improper completion, wrong or inaccurate information may disqualify you from consideration for confirmation of appointment, promotion, and may lead to disciplinary action.

1. Name:

(Surname)
(Forenames)
2. Date of Birth (dd/mm/yy):.....
3. Faculty /College:Department:Unit.....
4. Date of First Appointment:
5. Date of Confirmation of Appointment:
6. Date of Last promotion/ Appointment and salary grade level:
7. Present Annual Salary(Level and Step).....
8. Qualifications with dates: State subjects and grade passes where applicable

Name of Institution	Duration		Qualifications Obtained
	From	To	

9. Any change in status or emolument during the period covered by the report? If yes, please state

10. Record of service since joining the University (Details of movement to be stated with dates)

Department	From	To	Post/Grade	Officer under whom you served

11. In-Service Courses undertaken to date

Date	Course Title	Institution	Duration	Award

12. State type of in-service required

Course Title	Institution	Duration

13. Records of Leave

A. Total number of days absent on sick leave during the period covered by report	From	To	No. of days
i. Hospitalization			
ii. Treatment received Abroad (where applicable)			
iii. Sick Leave			
Total			
B. Maternity Leave			
C. (i) Annual Leave			
(ii) Casual Leave			
Total number of days spent on Annual/Casual Leave			

SECTION B

NATURE OF ASSIGNMENT DURING THE PERIOD

(TO BE COMPLETED BY ALL EMPLOYEES)

14. State your duties during the period covered by this report

.....
.....
.....
.....

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

.....
.....
.....
.....
.....

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

.....
.....
.....
.....
.....
.....
.....

.....

Date

.....

Signature

PART II
ASSESSMENT BY IMMEDIATE SUPERVISOR

17. In assessing performance, you consider some or all the following aspects and assess them separately. Each is described as a sample of behavior that can be rated as outstanding (5) and down to poor (1)

I. OUTPUT OF WORK

		Score
a)	Gets a great deal done within a set-time	5
b)	Gets through a lot of work	4
c)	Output generally satisfactory	3
d)	Does rather less than expected	2
e)	Sloppy in output	1

II. QUALITY OF WORK

		Score
a)	Maintains very high standards; work is virtually error proof	5
b)	Maintains high standards	4
c)	Work is generally of good quality	3
d)	Performance is uneven	2
e)	Maintains consistently low standards at work, source of constant complaint	1

III. PUNCTUALITY

		Score
a)	Regularly punctual at work	5
b)	Always punctual at work	4
c)	Punctual at work most of the time	3
d)	Not punctual at work most of the time	2
e)	No regard for punctuality	1

IV. ACCEPTANCE OF RESPONSIBILITY

		Score
a)	Maintains very high standards; work is virtually error proof	5
b)	Maintains high standards	4
c)	Work is generally of good quality	3
d)	Performance is uneven	2
e)	Maintains consistently low standards at work, source of constant complaint	1

V. RELIABILITY UNDER PRESSURE

		Score
a)	Performs completely under pressure	5
b)	Performs reasonably well under pressure	4
c)	Manages to cope under pressure	3
d)	Seldom copes under pressure	2
e)	Not reliable under pressure	1

VI. ABSENTEEISM

		Score
a)	Not absent throughout the year	5
b)	Absent for 2 days with excuse	4
c)	Absent for 5 days with excuse	3
d)	Absent for 7 days with excuse	2
e)	Absent for more than 7 days with excuse	1

VII. RELATIONSHIP WITH PUBLIC

		Score
a)	Exceptionally effective in dealing with people	5
b)	Generally tactful and effective in dealing with people	4
c)	Gets well with most people	3
d)	Gets on well on occasions with people	2
e)	Does not get on well with people	1

VIII. NUMERICAL ABILITY (If applicable)

		Score
a)	Accurate in the use and interpretation of figures	5
b)	Competent in the use and application of figures	4
c)	Generally good in the use of figures	3
d)	Lacks ability to use and interpret figures correctly	2
e)	Gets confused with figures	1

IX APPLICATION OF PROFESSIONAL/TECHNICAL KNOWLEDGE (IF APPLICABLE)

		Score
a)	Exceptionally Proficient	5
b)	Very Proficient	4
c)	Generally Proficient	3
d)	Not proficient	2
e)	Deficient	1

X. CARE OF EQUIPMENT, MATERIALS, AND WORK AREAS

		Score
a)	Excellent	5
b)	Good	4
c)	Satisfactory	3
d)	Needs to improve	2
e)	Very poor	1

XI. CONDUCT

		Score
a)	Exceptionally peaceful, obedient and cooperative	5
b)	Has excellent and pleasant disposition to all persons	4
c)	Generally well-behaved and resourceful	3
d)	Fairly satisfactory	2
e)	Incorrigible and uncooperative	1

XII. LOYALTY AND COMMITMENT TO THE UNIVERSITY

		Score
a)	Makes sacrifice all the time to get work done	5
b)	Makes sacrifice most of the time to get work done	4
c)	Makes sacrifice some of the time to get work done	3
d)	Makes sacrifice occasionally to get work done	2
e)	Unwilling to make sacrifice	1

XIII. JUDGMENT

		Score
a)	Consistently sound	5
b)	Sensible	4
c)	Nearly always sensible	3
d)	Erratic	2
e)	Cannot be relied upon	1

XIV. SANCTIONS

Staff received the following during the period covered by the report

		Score
a)	Commendation for excellent performance	5
b)	No query	4
c)	Verbal warning	3
d)	Written warning	2
e)	Suspension	1

Give details of the commendation received by the officer. If any, during the period of report

.....

Give details of query, warning and suspension, if any

.....

TOTAL POINTS =

PERCENTAGE =

.....
Name of Reporting Officer

.....
Signature of Reporting Officer

.....
Designation of Reporting Officer

.....
Date

DECLARATION

(Comments by the officer on whom the report is rendered not later than 48hours)

I certify that I have seen the content of this report and that the reporting officer has discussed them with me, I have the following comments to make *(if no comments, indicate so here under)*

.....

Date.....

Signature

EVALUATION OF PERFORMANCE

(To be completed by immediate Supervisor or Head of Unit of employee on CONTISS 01 - 05)

18. State the main work performed by the employee during the period covered by this report with particular attention drawn to any work considered exceptional

.....
.....
.....
.....
.....
.....
.....
.....

19. State any training recommended for the improvement of this employee

.....
.....
.....
.....
.....
.....
.....
.....

20. State any other useful information about the employee which is not covered by this report

.....
.....
.....
.....
.....
.....
.....
.....

OVERALL ASSESSMENT BY THE DEPARTMENTAL COMMITTEE

21. Judging from the overall performance of this member of staff during the period discovered by report, do you find him/her:

NOTE: TICK AS APPROPRIATE		
1	Eligible for promotion	
2	Eligible for confirmation	
3	Satisfactory performance	
4	Recommended for increment only	
5	To obtain more qualification/experience before the next promotion	
6	Recommended for training	
7	Recommended for promotion last year	
8	Has reach the end of present career structure, otherwise a good candidate for promotion	
9	To be transferred to a different job after the training	
10	Unsatisfactory	
11	To be counseled	
12	To be reprimanded	
13	To lose annual increment	
14	Grossly unsatisfactory	
15	To be reduced in rank	
16	To face misconduct panel	

.....
Committee Chairman

.....
Date

GENERAL REMARKS/OBSERVATIONS

.....

22. He/she served under me foryears

Name:

Signature:

Grade level:

Date: