



ALEX EKWUEME FEDERAL UNIVERSITY, NDUFU-ALIKE

ANNUAL PERFORMANCE EVALUATION REPORT

NON-TEACHING STAFF (CONTISS 6 AND ABOVE)

Period of Report	
From	To

PART I

PERSONAL RECORD OF SERVICE

(To be completed by the Officer being reported upon)

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. Full Name of the Officer (Block Letters) Surname First

*Dr./Mr./Mrs./Miss:

*(Delete whichever is not applicable) Surname Forenames

2. University Email:Personal E-mail:.....

3. Phone Number:

4. Faculty/College: Department: Unit:

5. (A) Personal Particulars

i. Date of Birth (dd/mm/yy)
ii. Date of first appointment
iii. Post/Grade of appointment

iv. Date of Confirmation
v. Present Post
vi. Date appointed to Present Post
vii. Current Grade Level and Step

(B) Qualifications held (Academic, Professional or Technical)	Year Obtained

6. Leave Record

(A) Total number of days absent on sick leave during the period covered by this report	From	To	No. of Days
i.			
ii.			
iii.			
Total			
(B) Maternity Leave			
(C) (i) Annual Leave			
(ii) Casual Leave			
Total number of days spent on Annual/Casual Leave			

PART II

Job Description

a) State below in order of importance the main duties performed in your job during the period of the report

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b) Was there any joint discussion between you and your superior on how to accomplish the task? And when?

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c) Were you properly equipped professionally/technically/administratively to perform the jobs allotted to you? YES/NO. If not, what were your difficulties or constraints?

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d) In the light of the (c) above, state the various difficulties encountered in carrying out your duties and the efforts you and your supervisor put to rectify them.

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e) What were the methods adopted by your supervisor to assist you in solving the difficult problems?

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f) Was there any periodic (three months, six months) review of your methods/technique by your supervisor to achieve the desired goals?

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g) After the review, did your performance measure up to the prescribed standards set of the beginning of the year?

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h) If the answer to (g) above is NO, state what solution or admonition was given for the shortcomings

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i) How did your performance relate to the total accomplishment of the goals set for your Faculty/Collage/ Department/ Unit and the vision of the University?

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j) State any ad-hoc duties performed during the period, if any

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k) How did your performance of ad-hoc duties affect your real duties?

Positively () Negatively ()

If negative, did you bring this to the attention of your supervisor?

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.....

l) State the period you have been on the schedule of duty referred to in (a) above

From:

To:

m) I have served over six months under:

Prof./ Dr./ Mr. / Mrs.:

The Head of Department:

From:

To:

Training Courses/ Seminars Attended since the last three years

	Types of Training/Seminar held	Where the Training/Seminar was held	Period of Training/Seminar	
			From	To
i.				
ii.				
iii.				
iv.				
v.				

In what ways has the past training / seminar impacted on your performance and productivity?

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Job performance

Comment on duties performed during the period of this report

- a) Looking back on the past year, which job assigned to you do you think you have undertaken satisfactorily?
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- b) i. What were the factors to which you ascribe your success?
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ii. What were the factors to which you ascribe your failure?
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- c) Based on your response to (a) and (b) above, include in not more than two pages, a paper on your observations of current challenges facing the university and your suggestions on the way forward
- d) Do you think you need more training or experience to enable you do your job better? YES /NO
if so, what kind?
- e) Is the most effective use being made of your capabilities in your present job?
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- f) Do you think your abilities could be better used in your present job or in another kind of job?
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- g) During the period if this did you have job satisfaction? If not, what were the reasons?
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- h) Any other comment on issues not mentioned above?
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.....
- i) Date report was submitted to Reporting Officer:

PART III

(to be completed by Reporting Officer under who the Officer has been serving during the year)

Assessment of Performance

Did you and the person reported upon agree on the main duties performed and the order of performance? YES/NO. (if not, please discuss the changes with him and record any unresolved differences here)
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Aspects of Performance

In assessing performance, you are to consider some or all of the following aspects and comment on as well as assess this separately. Each aspect is described in terms of "Outstanding (5) down to poor (1)". The three intermediate ratings (4,3 and 2) represent behaviour between these extremes as generally described in the notes.

Ratings '5' or '1' should be given if you believe it is a true statement. Either of the rating however, must be supported in writing.

If you feel that an aspect of performance not in the list under sub-section (I) to (V) call for special comment mention it at the end of the section.

I. Job Assessment/General Ability

Assess Objectively how the Officer has performed his/her tasks

	5	4	3	2	1	Max Score indicated = 25
a) How well he/she understands, organizes and does his/her tasks						<input style="width: 50px; height: 50px;" type="text"/>
b) How well he/she applied his /her professional/technical/administrative or any other acquired knowledge						
c) How much work he/she was able to accomplish within a set time frame						
d) Judgement (quality of his/her decision and contribution)						
d) Work speed and accuracy						

Effectiveness of communications

	5	4	3	2	1	Max Score indicated = 10
a) Written Expression						<input style="width: 50px; height: 50px;" type="text"/>
b) Oral Expression						

Human Relations

	5	4	3	2	1	Max Score indicated = 15
a) Relationship with staff						<input style="width: 50px; height: 50px;" type="text"/>
b) Relationship with public						
c) Relationship with superiors						

Work Output

	5	4	3	2	1	Max Score indicated = 20
a) Quality of work						<input style="width: 50px; height: 50px;" type="text"/>
b) Productivity						
c) Effective use of figures/other data						
d) Initiative						

Please justify the grading (including critical incidents)

II. Character Traits

	5	4	3	2	1	Max Score indicated = 35
a) Dependability						<input style="width: 50px; height: 50px;" type="text"/>
b) Loyalty to the Organization						
c) Integrity						
d) Reliability under pressure						
e) Sense of responsibility						
f) Appearance						
g) Confidentiality						

Please justify the grading (including critical incidents)

III. Work Habits

	5	4	3	2	1	Max Score indicated = 25
a) Punctuality to work						<div style="border: 1px solid black; width: 50px; height: 50px; margin: auto;"></div>
b) Attendance at work						
c) Drive and Determination						
d) Resource Utilisation						
e) Attendance at meetings						

IV. Rewards and Sanctions

Staff received the following during the period covered by the report

	Score	Max Score indicated = 10
Commendation for excellent performance	10	<div style="border: 1px solid black; width: 50px; height: 50px; margin: auto;"></div>
No query	6	
Verbal Warning	2	
Written Warning	1	
Suspension	0	

Give details of commendation received by the Officer, if any, during the period of report

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Give details of query, warning and suspension, If any

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V. Leadership Attainment

	5	4	3	2	1	Max Score indicated = 20
a) Does he/she encourage subordinates to define agreed standards and measures for effectiveness before hand?						<div style="border: 1px solid black; width: 50px; height: 50px; margin: auto;"></div>
b) Does he/she encourage and train subordinate and avoid late assessment of goals?						
c) Does he/she show good example in terms of punctuality, efficiency and high degree of responsibility in whatever he/she does?						
d) Does he/ she make suggestions for changes/adjust methods/ procedures that significantly contribute to work of associates/subordinates?						

10. Overall Assessment

From the above assessments indicate the overall performance of his/her duties by ticking the appropriate column below. Then insert the actual score in the box on the right.

Job category A

(Works and physical planning, Technical Staff, Technologist, Quantity Surveyors, Medical Practitioners, CILPU, Laboratory Assistants, Health centre)

Outstanding	10	Always recognizes and determines priorities, is accurate all of the time in the performance of assigned duties and has exceptional awareness of development in the profession	Max Score = 10
Very Good	8	Largely recognizes and determines priorities, is accurate most of the time in the performance of duties and quite aware of recent developments in the profession	<input type="text"/>
Good	6	Recognizes and determines priorities, manifests some accuracy in job performance and is moderately aware of recent developments in the profession	
Fair	4	Sometimes recognizes and determine priorities, some accuracy in job performance and is moderately aware recent developments in the profession	
Unsatisfactory	2	Seldom recognizes and determines priorities, has little accuracy in job performance and is aware of recent development in the profession	

Category B: Staff School, International School

Outstanding	10	Recorded less than 1 percent failure in the subject/practicals assigned in co-curricular activities and contributes maximally to the work of the department	Max Score = 10
Very Good	8	Recorded 2-3 percent failure in the subject/practicals assigned in co-curricular activities and contributes largely to the work of the department	<input type="text"/>
Good	6	Recorded 4-5 percent failure in the subject/practicals assigned in co-curricular and contributes visibly to the work of the department	
Fair	4	Recorded 6-7 percent failure in the subject/practicals assigned in co-curricular activities and sometimes contributes to the work of the department	
Unsatisfactory	2	Recorded 7 percent failure in the subject/practicals assigned. No evidence of co-curricular activities and contributes minimally to the work of the department	

Category C: Computer Centre, Accounting Staff, Executive Officers, Administrative Staff

Outstanding	10	Exceptionally effective and accurate in the performance of duties, made maximally contributions to work of the department	Max Score = 10
Very Good	8	Very effective and accurate in the performance of duties, and made exciting contributions to work of the department	<input type="text"/>
Good	6	Effective and accurate in the performance of duties, made good contributions to the work of the department	
Fair	4	Fairly effective and accurate in the performance of duties, and made some contributions to the work of the department	
Unsatisfactory	2	Ineffective and inaccurate in the performance of duties, and made no contributions to the work of the department	

Category D: Confidential Secretaries, Data Entry Operators, Telephone Operators, Typists

Outstanding	10	Extremely fast and accurate in the performance of duties and recorded no complaints from staff and visitors	Max Score = 10
Very Good	8	Very fast and accurate in the performance of duties and recorded very few complaints from staff and visitors	<input style="width: 50px; height: 50px;" type="text"/>
Good	6	Fast and accurate in the performance of duties and recorded few complaints from staff and visitors	
Fair	4	Moderately fast and accurate in the performance of duties and recorded few complaints from staff and visitors	
Unsatisfactory	2	Extremely slow and inaccurate in the performance of duties and received several complaints from staff and visitors	

Category E: Security, Coaching, Laundry, Bindery, House Keeping, Guest House Staff

Outstanding	10	Extremely fast and accurate in response to the request for services, and recorded no complaints	Max Score = 10
Very Good	8	Very fast and accurate in response to the request for services, and recorded very few complaints	<input style="width: 50px; height: 50px;" type="text"/>
Good	6	Fast and accurate in response to the request for services, and recorded few complaints	
Fair	4	Moderately fast and accurate in response to the request for services, and recorded some complaints	
Unsatisfactory	2	Extremely slow and inaccurate in response to the request for services, and recorded several complaints	

Category F: Library, Radio Press, Creative Arts Staff

Outstanding	10	Outstandingly creative, accurate and professionally competent	Max Score = 10
Very Good	8	Very creative and accurate and professionally competent	<input style="width: 50px; height: 50px;" type="text"/>
Good	6	Creative, accurate and professionally competent	
Fair	4	Moderately creative, accurate and professionally competent	
Unsatisfactory	2	Very little creativity and accuracy, lacks professional competence	

TOTAL POINTS = 170 X 100

PERCENTAGE = _____

1. Training Needs

Indicate training needs necessary to improve the performance or potential of the officer

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2. General Remarks

Please provide any additional relevant information here drawing attention to any particular strength or weakness.

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3. Do you suggest the officer 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**

(c) if you have answered yes to the above question, say which kind of job and give reasons below

4. Promotability

Judging from the overall performance of this member of staff during the period covered by this Report, do you find him/her

	NOTE: Tick as appropriate	
a.	Eligible for promotion	
b.	Eligible for confirmation	
c.	Recommended for increment only	
d.	Satisfactory performance	
e.	To obtain more qualifications/experience before the next promotion	
f.	Recommended for training	
g.	Has reached end of present career structure, otherwise a good candidate for promotion	
h.	To be transferred to a different job after training	
i.	Unsatisfactory	
j.	To be counseled	
k.	To be reprimanded	
l.	To lose annual increment	
m.	Grossly unsatisfactory	
n.	To be reduced in rank	
o.	To face misconduct panel	

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Signature

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Date

PART IV

DECLARATION

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

I certify that I have seen the contents 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 hereunder)

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Date:

Signature:

DECLARATION BY REPORTING OFFICER

I, hereby declare that the above report has been written with the highest sense of responsibility and to the best of my judgement and with due regard to my conscience.

The Officer has served under me for years and months

Signature:

Name in Block Letters:

Post Held:

Grade Level:

Date: