



**FEDERAL UNIVERSITY OYE-EKITI**  
**PERFORMANCE EVALUATION REPORT**  
**APPRAISAL FORM FOR SENIOR NON-ACADEMIC 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 Officer (Block Letters) Surname first**

Dr./Mr./Mrs./Miss.....

*Surname*

*Forenames*

(Delete whichever one is not applicable)

**2. Faculty/College: ..... Department: .....**

**Unit:.....**

**3. (A) Personal Particulars:**

i.	Date of Birth (dd/mm/yy)	
ii.	Date of First Appointment	
iii.	Post/Grade of First 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
i.		
ii.		
iii.		
iv.		
v.		

**4. Leave Records**

<b>A</b>	<b>Total number of days covered by this report</b>	<b>From</b>	<b>To</b>	<b>No. of days</b>
<b>i.</b>	Hospitalisation			
<b>ii.</b>	Treatment Received Abroad (where applicable)			
<b>iii.</b>	Sick Leave			
<b>Total</b>				
<b>B</b>	Maternity Leave			
<b>C(i)</b>	Annual Leave			
<b>(ii)</b>	Casual Leave			
<b>(iii)</b>	Examination Leave			
<b>D.</b>	Others (Specify)			
<b>Total number of days spent on Annual/Casual Leave</b>				

**PART II**

**5. Job Description**

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

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

**(a)** Was there any discussion between you and your supervisor on how to accomplish the task? And when?

.....

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

.....

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

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

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

.....  
 .....

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

(f) After the review, did your performance measure up to the prescribed standards set at the beginning of the year?  
.....

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

(h) How did your performance relate to the total accomplishment of the goals set for your College/Faculty /Department/Unit and the vision of the University?  
.....  
.....

(i) State any ad-hoc duties performed during the period, if any?  
.....  
.....

(j) How did the performance of ad-hoc duties affect your real duties?  
**Positively ( )** **Negatively ( )**  
If negative, did you bring this to the attention of your supervisor?  
.....  
.....

(k) State the period that you have been on the schedule of duty referred to in (5) above:  
*From:* ..... *To:* .....

(l) I have served for over six (6) months under:  
Prof./Dr./Mr./Mrs./Miss: ..... The Head of Department:  
.....  
*From:*.....*To:* .....

**6. Training Course/Seminars Attended since last three years**

	Type of training / seminar held	Where the training/seminar held	the was	Period of Training / Seminar	
				From	To
i.					
ii.					
iii.					
iv.					

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

**7. Job Performance**

Comment on duties performed during the period of this report:

(a) Looking back on the past years, which jobs assigned to you do you think you have undertaken satisfactorily?

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

(b) i. What were the factors to which you ascribe your success?

.....  
.....

ii. What were the factors to which you ascribe your failure?

.....  
.....

**8. (Only for Senior Assistant Registrar or Equivalent and above)**

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.

(a) Do you think that you need more training or experience to enable you to do the job better?

YES/NO

If so, what kind?

.....  
.....

(b) Is the most effective use being made of your capabilities in your present job?

.....  
.....

(c) Do you think that your abilities could be better used in your present job or in another kind of job?

.....  
.....

(d) During the period of this report did you have job satisfaction? If not, what were the reasons?

.....  
.....

(e) Any other comment on issues not mentioned above?

.....  
.....

(f) Date Report was submitted to the Reporting

Officer.....

**PART III**

*(To be completed by the Reporting Officer under whom the Officer has been serving during the year)*

**9. Assessment of Performance**

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

.....

.....

**10. Aspects of Performance**

In assessing performance you are to consider some or all of the following aspects and comment on as well as assess them 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.

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

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

**(1) Job Assessment/General Ability**

Assess objectively how the officer has performed his tasks

		<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>a.</b>	How well he/she understands, organizes and does his/her tasks					
<b>b.</b>	How well he/she applied his/her professional/technical/administrative or any other acquired knowledge.					
<b>c.</b>	How much work he/she was able to accomplish within a set-time frame					
<b>d.</b>	Judgment (quality of his/her decision and contribution)					
<b>e.</b>	Work-speed and accuracy					

**Max Score indicated = 25**

**Effectiveness of Communications**

		<b>10</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>2</b>
<b>a.</b>	Written Expression					
<b>b.</b>	Oral Expression					

**Max Score indicated = 20**

**Human Relations**

		<b>10</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>2</b>
<b>a.</b>	Relationship with staff					
<b>b.</b>	Relationship with Public					
<b>c.</b>	Relationship with superiors					

**Max Score indicated = 30**

**Work Output**

		5	4	3	2	1
a.	Quality of Work					
b.	Productivity					
c.	Effective use of figures/other data					
d.	Initiative					

**Max Score indicated = 20**

Please justify the grading (include critical incidents)

.....

.....

**(II) Character Traits**

In assessing character traits, consideration should be given to:

		5	4	3	2	1
a.	Dependability					
b.	Loyalty to the Organisation					
c.	Integrity					
d.	Reliability					
e.	Sense of Responsibility					
f.	Appearance					
g.	Confidentiality					

**Max Score indicated = 35**

Please justify the grading (include critical incidents)

.....

.....

**(III) Work Habits**

		5	4	3	2	1
a.	Punctuality at work					
b.	Attendance at work					
c.	Drive and determination					
d.	Resource utilization					
e.	Attendance at meetings					

**Max Score indicated = 25**

Please justify the grading (include critical incidents)

.....

.....

**(IV) Rewards and Sanctions**

Staff received the following during the period covered by the report

	<b>Score</b>
Commendation for excellent performance	10
No query	6
Verbal warning	2
Written warning	1
Suspension	0

**Max Score indicated = 10**

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

.....

.....

Give details of query, warning, suspension and demotion, if any

.....

.....

**(IV) Leadership Attainment**

		<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>a.</b>	Does he/she encourage subordinates to define agreed standards and measures for effectiveness beforehand?					
<b>b.</b>	Does he/she encourage and train subordinate and avoid late assessment of goals?					
<b>c.</b>	Does he/she show good example in terms of punctuality, efficiency and high degree of responsibility in whatever he/she does?					
<b>d.</b>	Does he/she make suggestions for changes/adjust methods/procedures that significantly contribute to work of associates/subordinates?					

**Max Score indicated = 20**

**11. 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.

### Job Category A

(Work and Physical Planning, Technical Staff, Technologists, Quantity Surveyors, Medical Practitioners, CILPU, Laboratory Assistants, Health Centre)

Outstanding		10	Always recognises and determines priorities, is accurate all of the time in the performance of assigned duties and has exceptional awareness of recent developments in the profession.
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.
Good		6	Recognises and determines priorities, is accurate in job performance, and generally aware of recent developments in the profession.
Fair		4	Sometimes recognizes and determines priorities, manifests some accuracy in job performance and is moderately aware of recent developments in the profession.
Unsatisfactory		2	Seldom recognises and determines priorities, has little accuracy in job performance and is unaware of recent developments in the profession.

**Max Score indicated = 10**

### Job Category B

**Staff School and international school**

Outstanding		10	Recorded less than 1 percent failure in the subjects/practical's assigned active in co-curricular activities and contributes maximally to the work of the department.
Very Good		8	Recorded 2-3 percent failure in the subjects/practical's assigned active in co-curricular activities and contributes maximally to the work of the department.
Good		6	Recorded 4-5 percent failure in the subjects/practical's assigned active in co-curricular activities and contributes maximally to the work of the department.
Fair		4	Recorded 6-7 percent failure in the subjects/practical's assigned active in co-curricular activities and contributes maximally to the work of the department
Unsatisfactory		2	Recorded over 7 percent failure in the subjects/practical's assigned active in co-curricular activities and contributes maximally to the work of the department

**Max Score indicated = 10**

### Job Category C

**Library Officers, Accounting Staff, Executive Officers, Administrative Officers**

Outstanding		10	Exceptionally effective and accurate in the performance of duties, made maximum contributions to the work of the department
Very Good		8	Very effective and accurate in the performance of duties, made exciting contributions to the work of the department



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, 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

**Max Score indicated = 10**

**Job 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.
Very Good		8	Very fast and accurate in the performance of duties and recorded very few complaints from staff and visitors.
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 some complaints from staff and visitors.
Unsatisfactory		2	Extremely slow and inaccurate in the performance of duties and received several complaints from staff and visitors.

**Max Score indicated = 10**

**Job Category E**

**Security, Housekeeping, Guest Houses Staff**

Outstanding		10	Extremely fast and accurate in response to requests for services, and recorded no complaints.
Very Good		8	Very fast and accurate in response to requests for services, and recorded very few complaints.
Good		6	Fast and accurate in response to requests for services, and recorded few complaints.
Fair		4	Moderately fast and accurate in response to requests for services, and recorded some complaints.
Unsatisfactory		2	Extremely slow and inaccurate in the performance of duties and recorded several complaints.

**Max Score indicated = 10**

**Job Category F  
Radio, Press, Creative Arts Staff**

Outstanding		10	Outstandingly creative, accurate and professionally competent
Very Good		8	Very creative, accurate and professionally competent
Good		6	Creative, accurate and professionally competent
Fair		4	Moderately creative, accurate and professionally competent
Unsatisfactory		2	Very little creativity, accuracy and lacks professional competence

**Max Score indicated = 10**

**TOTAL POINTS =** \_\_\_\_\_  
**195**

**PERCENTAGE =** \_\_\_\_\_

**12. Training Needs**

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

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

**13. General Remarks:**

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

.....  
 .....

**14. 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

If you have answered YES to the above question, say which kind of job and give reasons below

.....  
 .....

.....  
*Signature*

.....  
*Date*

**PART IV**

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

**15. I certify that I have read 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 here under)**

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

*Date:* .....

*Signature:* .....

**DECLARATION BY REPORTING OFFICER**

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

The Officer has served under me for.....years and.....months.

**Signature:**.....

**Name in Block Letter:**.....

**Post Held:**.....

**Grade Level:**.....

**Date:**.....

**EVALUATION OF PERFORMANCE**

*(To be completed by immediate supervisor or Head of Unit of employee on CONTISS 06 and above)*

1. State the main work performed by the employee during the period covered by this Report with particular attention drawn to any work considered exceptional.  
 .....  
 .....
2. State any training recommended for the improvement of this employee  
 .....  
 .....

**PART V  
 OVERALL ASSESSMENT BY DEPARTMENTAL COMMITTEE**

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

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

.....  
**Committee Chairman**

.....  
**Date**

**GENERAL REMARKS/OBSERVATIONS**

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

4. He/She served under me for ..... years.

Name: .....

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