



# FEDERAL UNIVERSITY OF HEALTH SCIENCES ILA-ORANGUN, NIGERIA

FILE NO: .....

## ANNUAL PERFORMANCE EVALUATION REPORT FOR JUNIOR STAFF (CONFIDENTIAL)

PERIOD OF REPORT: From .....To: .....

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

### PART ONE PERSONAL RECORDS OF EMPLOYEE

(To be completed by All Non-Teaching Staff)

1. Name of Officer: \*Mr./Mrs./Miss.....  
Surname Other names  
(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 the period of the report).....
5. Date of first appointment into the University Service/ Post.....
6. Present Substantive Grade/Post.....
7. Date appointed to substantive Grade/Post.....
8. Acting appointment held during the period of report: indicate the portion (to the nearest month) of the period spent on the Grade/Post.....  
.....

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

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

11. PRESENT JOB:  
Job Description or Title:

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

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

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

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

(c) The period in which you have been on the Schedule of duty or in the Faculty/Department/unit 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, concerning the tasks/main duties performed during the period of report?

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.....  
.....  
.....  
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.....  
2  
.....

(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 another kind of job?

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(e) How does your work contribute to the attainment of the vision/mission and the overall objectives of the University in general

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.....

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

## PART TWO

13. To be completed by the Reporting Officer/Supervisor

### 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 differences 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 required results):
- (c) What will you say is the most important/exceptional contribution of the staff for the period under review

#### 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 behaviour 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 on the list calls for special comment, mention it at the end.

		5	4	3	2	1	
(a)	Foresight	Anticipates problems and develops Solutions in advance					Rarely has solutions to problems
(b)	Penetration	Gets straight to the roots of a Problem					Never see 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 is always cogent clear and well-thought-out					Ambiguous, clumsy and obscure
(e)	Oral Expression	Put his points across convincingly and concisely					He has difficulty in expressing himself
(f)	Numerical ability	Accurate in the use and interpretation of figure (if applicable)					Gets confused with figures
(g)	Relationship 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

		5	4	3	2	1	
(h) Relationship with the public	Exceptionally effective in dealing with people of all types						Not very easy in his relationship with the public
(i) Acceptance of responsibility	Seeks and accepts responsibility at all times						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 the task through to the end						Lacks determination; easily balked by minor setbacks
(l) Application of professional/technical Knowledge	Highly proficient in the practical application of professional/technical knowledge (if applicable)						Deficient in applying professional/technical knowledge to practical issues
(m) Management of staff	Organizes and inspires staff to give their best (if applicable)						Inefficient in the use of staff; engenders low morale
(n) Output of work	Get a great deal done within a set of time frame						Sloppish in output

		5	4	3	2	1	
(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
(q)	Time Management	Ability to deliver on schedule					Unable to meet deadlines
(r)	Comportment	Exude confidence in appearance and presentation					Not neat and has low self-esteem
(s)	ICT Literacy	Highly proficient in the practical application of computer knowledge					Deficient in applying computer knowledge
(t)	Query/Commendations	Received commendations in the period under review					Received queries in the period under review

I certify that I have seen the comments on 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 .....*

**KEY: 5 = Excellent 4 = Very Good 3 = Good 2 = Fair 1 = Poor**



### 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?

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

(b) Transfer to a job at a 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. (a) Promotability

Normal promotion: he is at present

Well fitted

For promotion to

Or fitted

.....  
(grade/post)

Not fitted


(b) Special promotion (i.e. selection for training grades, accelerated promotion by grade skipping or promotion into another occupational group or cadre.)

He should be specially considered for promotion

to.....

(Grade/Post)

comment on your recommendation

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18. Long term potential

☐

at present, he seems unlikely to progress further

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

☐

or to have the potential to continue to progress

☐

19. General Remarks

(a) Indicate the overall performance of duties by ticking the 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
Very good	More than generally effective but not positively
Good	Generally effective
Satisfactory	Barely acceptable
Poor	Unacceptable

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

(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 my supervision from: .....to.....

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

Name in block letters.....

## PART FOUR

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 the 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 reported 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:.....