

TAI SOLARIN FEDERAL UNIVERSITY OF EDUCATION, IJAGUN

ANNUAL STAFF APPRAISAL FORM FROM 20...../20.....

(PROFESSIONAL, ADMINISTRATIVE AND TECHNICAL STAFF)

PART ONE

PERSONAL REPORTS OF EMPLOYEE

(To be completed by Senior Non-Teaching Staff from CONTISS 06 and above)

File No.....

1. Name of Officer:.....
(Surname) (Forename)
2. Date of Birth:.....
3. College/Department (indicate section/Division):.....
4. Qualifications acquired:.....
.....
.....
5. Date & Post of First Appointment in the University:.....
6. Date of Confirmation of Appointment:.....
7. Nature of Appointment: (Regular/Temporary/Contract):.....
8. Date of Last Promotion/Conversion/Upgrading:.....
9. Present substantive grade:.....
10. Date Appointed/Promoted to substantive grade:.....
11. Acting appointment held during period of report indicating the position (to the nearest month) of the period spent on grade.....
12. Total number of days absent on sick leave during period of report:.....
13. Present Job: State on a separate sheet/C.V. the main and ad-hoc duties performed during the period of report.

PART TWO

14. To be completed by Reporting Officer:

Do you and the person reported upon agree on the job description and the annual objectives (if not, please discuss the changes with him and record any unresolved difference here).

15. Job Performance Scores:

In asserting performance, each aspect is described in terms of outstanding (a)(5 marks) and unsatisfactory performance (1 mark). The three intermediate ratings (B,C,D) (i.e. 4,3,2) represent behavior between these extremes.

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 (5)	B (4)	C (3)	D (2)	E (1)	
(a)	Foresight:	Anticipates problems and develops solution in advance.						Grapples with problems after they arise.
(b)	Penetration:	Gets straight to the roots of problems.						Seldom sees below the surface of the problem.
(c)	Judgement:	His decisions or proposals are consistently sound.						Poor perception relative merits feasibility in most situation.
(d)	Written Expression	Always cogent clear and well set out.						Ambiguous, clumsy, obscure.
(e)	Oral Expression	Put his points across convincingly and concisely.						Finds difficult in expressing himself.
(f)	Relation with colleagues:	Sensitive to other people's feelings, tactful and understanding of personal problems, earns great respect.						Ignore or belittle other people's feeling intolerant does not earn respect.
(g)	Relations with the public:	Exceptionally effective in dealing with people of all types.						Tactless and cannot deal with the public.
(h)	Numerical ability (if applicable):	Accurate in the use and interpretation of figures.						Gets confused with figures.
(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 of determination to carry task through to the end.						Lacks determination easily bulked by minor setbacks.
(l)	Application of professional/ technical knowledge (if applicable)	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) ability to inspire staff to give of their best	Organises staff						Inefficient in use of staff, engenders low morale.
(n)	Output of work:	Get a great deal done within a set of time frame						Sloppy in output
(o)	Quality of work:	Maintains very high standards; work is virtually error proof						Maintains consistently low standards of work. Source of constant complaint.
(p)	Punctuality	Regularly punctual at work						No regard for punctuality
		Total Marks obtainable						Total Marks obtained
		80						

Indicate overall performance of duties by ticking (✓) the appropriate box below. This should reflect the performance actually achieved in the circumstances which prevailed as scored above.

Outstanding	Exceptionally effective (71-80 marks)	<input type="checkbox"/>
Very good	More than generally effective but Not positively outstanding (61-70 marks)	<input type="checkbox"/>
Good	Generally effective (51 – 60 marks)	<input type="checkbox"/>
Fair	performs duties moderately well (40 – 50 marks)	<input type="checkbox"/>
Unsatisfactory	Definitely ineffective and not up to duties (1 - 39 marks)	<input type="checkbox"/>

General Comments of Reporting Officer: (This aspect would reflect other important information on the Officer being assessed which otherwise has not covered in the evaluation so far).

16. COMMENTS OF THE REPORTING OFFICER:

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

He/She has served under me for the past..... years months.....

Name in block letters.....

Signature..... Grade.....

17. COMMENTS OF THE OFFICER REPORTED ON

I certify that I have seen the contents of this report and that my supervisor has discussed them with me.

I have the following comment(s) to add.

.....
.....

Grade Level..... Job Title.....

Signature..... Date.....

PART THREE

18. TRAINING NEEDS:

In completing this section you should take account of any views (expressed 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 needs.....

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

19. NEXT JOB AS THE SAME LEVEL

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

Should he/she 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:

20. PROMOTABILITY

- (i) Fit for
 - (a) Normal Promotion
 - (b) Accelerated Promotion
 - (c) Double incremental credit but not promotion
 - (d) Annual Increment
- (ii) Not immediately fit for promotion
- (iii) Probation period to be extended by
 - (a) Six months
 - (b) Nine months
 - (c) One year
 - (d) Two years
 - (e) Annual increment with warning
 - (f) Annual increment deferred / withheld
 - (g) Forfeiture of promotion and increment
- (iv) Appointment to be terminated

21. Special promotion (i.e. selection for training grades, grade skipping or promotion into another occupations) group on cadre. (Give reasons for your recommendation).

22. Long term potential at present (tick whichever is applicable):

He/She seems unlikely to progress further or to have potential to rise above one grade but probably no further or to have potential to rise two or three grades or to have exceptional potential

PART FOUR

23. COUNTERSIGNING OFFICER'S REPORT

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 of the assessments in the report have been brought to the attention of the person reported on. _____

24. GENERAL REMARKS

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

He has served under me for the past years..... months.

Name in block letters.....

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

PART FIVE

FOR OFFICE USE ONLY

DECISION OF APPOINTMENT AND PROMOTION COMMITTEE

SCORE PER FACTOR

FACTORS	MARKS OBTAINABLE	MINIMUM MARKS OBTAINED	MARK OBTAINED
Job performance Evaluation Scores	80		
Working Experience (one mark per year subject to a maximum of 15 marks)	15		
Contribution to University and Community Life	5		
Total Marks Obtainable	100		

PROMOTABILITY

- (i) Fit for
- (a) Normal Promotion
 - (b) Accelerated Promotion
 - (c) Double incremental credit but not promotion
 - (d) Annual increment
 - (e) Annual increment with warning
 - (f) Annual increment deferred / withheld
 - (g) Forfeiture of promotion and increment
- (ii) Not immediately fit for promotion
- (iii) Probation period to be extended by
- (a) Six months
 - (b) Nine months
 - (c) One year
 - (d) Two years

**CURRICULUM VITAE FORMAT FOR SENIOR NON-TEACHING STAFF
FOR YEARLY EVALUATION AND PROMOTION**

A. PERSONAL DATA

- (i) Names:
- (ii) Date of Birth:
- (iii) Place of Birth:
- (iv) Nationality:
- (v) State of Origin:
- (vi) Local Government Area:
- (vii) Permanent Address
Contact Address:
Telephone Numbers:
E-mail Address:
- (viii) Marital Status:
- (ix.) Number and Ages of Children:
- (x) Name of Next of Kin
Address: of Next of Kin
Relationship:
Telephone:

B. WORKING STATUS IN TASUED

- (i) Date of First Appointment and Post
- (ii) Date of Confirmation
- (iii) Present Status and Salary:
- (iv) Date of Last Promotion / Present Status

C. EDUCATIONAL BACKGROUND

- (i) Educational Institutions Attended with Dates
- (ii) Academic and Professional Qualifications with Dates

D. EMPLOYMENT HISTORY WITH DATE:

E. MEMBERSHIP & AFFILIATIONS OF PROFESSIONAL BODIES

F. DETAIL SCHEDULE AND WORK EXPERIENCE

G. CONFERENCES /SEMINARS & WORKSHOPS (YEARS)

H. RESEARCH / PUBLICATIONS (if applicable)

I. EXTRA CURRICULA ACTIVITIES

- (i) Non-Teaching Service to the University
- (ii) Service to Community

J. HOBBIES.

K. REFEREES

Signature

Date