

ONDO STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY, OKITIPUPA
ANNUAL PERFORMANCE EVALUATION REPORT
ALL NON-TEACHING STAFF (CONTISS 6 AND ABOVE)

(Form ATS/APP/C)



| | |
|------------------|----|
| Period of Report | |
| From | To |
| | |

PART 1 (1-4)
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 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

| (A) Total number of days absent on sick leave during the period covered by this 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 | | | |

PART II (5 – 7)

5. Job Description

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

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

(b) Was there any joint discussion between you and your supervisor on how to accomplish the tasks? And when?.....

(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?

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

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

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

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

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

.....

(g) After the review, did your performance measure up to the prescribed standards set at the beginning of the year? YES/NO.....

.....

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

.....

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

.....
.....

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

.....
.....

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

Positively () Negative ()

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

.....
.....

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

From:..... To:.....

(m) I have served over 6 months under:

Prof./Dr./Mr./Mrs:..... The Head of Department:.....

From:..... To:.....

6. **Training Course/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) | | | | |

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 year, 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?

.....
.....

(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 that you need more training or experience to enable you do your job better?

YES/NO

If yes, what kind?.....

.....

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

.....

.....

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

.....

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

.....

.....

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

.....

.....

(i) Date a Report was submitted to the Reporting Officer.....

Part III (8 – 14)

(To be completed by the reporting Officer under whom the officer has been serving during the year)

8. 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)

.....

9. 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 a true statement. Either of the rating however, must be supported in writing.

If you feel that an aspect of performance not in the lists under sub-Section (1) to (v) calls for special comments mention it at the end of the relevant section.

(I) Job Assessment/General Ability

Assess objectively how the officer has performed his tasks

| | | 5 | 4 | 3 | 2 | 1 |
|-----|--------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| (a) | How well he/she understands, organize and does his/her tasks | | | | | |
| (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) | Judgment (quality of his/her decision and contribution) | | | | | |
| (e) | Work-speed and accuracy | | | | | |

Effectiveness of Communications

| | | 10 | 8 | 6 | 4 | 2 |
|-----|--------------------|----|---|---|---|---|
| (a) | Written Expression | | | | | |
| (b) | Oral Expression | | | | | |

Human Relations

| | | 5 | 4 | 3 | 2 | 1 |
|-----|-----------------------------|---|---|---|---|---|
| (a) | Relationship with Staff | | | | | |
| (b) | Relationship with Public | | | | | |
| (c) | Relationship with Superiors | | | | | |

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 Organization | | | | | |
| (c) | Integrity | | | | | |
| (d) | Reliability under pressure | | | | | |
| (e) | Focus, foresight and judgment | | | | | |
| (f) | Appearance/Comportment | | | | | |
| (g) | Confidentiality | | | | | |

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) | Foresight | | | | | |

Please justify the grading(include critical incidents

.....

(IV) Rewards and sanctions

Staff received the following during the period covered by the report

| | Score |
|----------------------------|-------|
| Commendation for excellent | 10 |
| 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 the report

.....

Given details of query, warning and suspension, if any

.....

(V) Leadership Attainment

| | | 5 | 4 | 3 | 2 | 1 |
|-----|--------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| (a) | Does he/she encourage subordinates to define agreed standards and measures for effectiveness before hand? | | | | | |
| (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? | | | | | |

Max Score Indicated = 20

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, Technologists, 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 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 | Recognize 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 recognizes and determines priorities, has little accuracy in job performance and is unaware of recent developments in the profession. |

Max = 10

Job Category B

Staff School, 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, significant in co-curricular activities and contributes largely to the department |
| Good | | 6 | Recorded 4-5 percent failure in the subjects/practical's assigned, good in co-curricular activities and contributes visibly to the work of the department |
| Fair | | 4 | Recorded 6-7 percent failure in the subjects/practical's assigned, has some evidence of co-curricular activities and sometimes contributes to the work of the department. |
| Unsatisfactory | | 2 | Recorded over 7 percent failure in the subjects/practical's assigned, no evidence of co-curricular activities and contributes minimally to the work of the departments. |

Max = 10

Job Category C

Computer Center, 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, and made exciting contributions to the work of the department. |
| Good | | 6 | Effective and accurate in the performance of duties, and 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 contribution to the work of the department. |

Max = 10

Job Category D

Confidential Secretaries, Data Entry Operators, Telephone Operators.

| | | | |
|----------------|--|----|---------------------------------------------------------------------------------------------------------------------|
| 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 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 |

Max = 10

Job Category E

Security, Coaching, Laundry, Bindery, Housekeeping, Guest Houses Staff

| | | | |
|----------------|--|----|------------------------------------------------------------------------------------------------------|
| Outstanding | | 10 | Extremely fast and accurate in response to request for services, and recorded no complaint. |
| 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 very 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 response to requests for services, and recorded several complaints. |

Max = 10

Job Category F

Library, Radio, Press, Creative Arts Staff

| | | | |
|----------------|--|----|--------------------------------------------------------------------|
| Outstanding | | 10 | Outstandingly creative, accurate and professionally competent |
| Very Good | | 8 | Very creative and accurate and professionally competent |
| 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 |

Max = 10

Total points = _____ percentage = _____
195

11. Training Needs

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

.....

12. General Remarks:

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

.....

13. 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.....
.....
.....

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

| | | |
|-----|--------------------------------------------------------------------------------------------|--|
| | <i>NOTE Tick as appropriate</i> | |
| (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 the end of present career structure, otherwise, a good candidate for promotion | |
| (h) | To be transferred to a different job after the 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 a misconduct panel | |

.....
Signature

.....
Date

**PART IV
DECLARATION**

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

15. I certify that 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)

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

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 regards to my conscience.

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

Signature:.....
Name in Block letter:.....
Post Held:.....
Grade Level:.....
Date:.....