**UNIVERSITY OF NIGERIA, NSUKKA**

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**ANNUAL APPRAISAL FORM AAF/01**

**SENIOR ADMINISTRATIVE AND TECHNICAL STAFF**

**PART I**

**Period of Report**

From To

***TO BE COMPLETED IN TRIPLICATE BY APPRAISEE)***

GSM N0.:  YEAR:  **.**

1a. NAME IN FULL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Surname) (First) (Middle)

1b. MARITAL STATUS: .

1c. STAFF FILE NO.:  1d. DATE OF BIRTH:

 (Day) (Month) (Year)

1e. AGE LAST BIRTH: Years .

2. FACULTY***:***  DEPARTMEN **.**

**3. QUALIFICATIONS: (Degrees, Diplomas, Certificates & Memberships)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Qualification** | **Class** | **Awarding Body** | **Date** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**4. PREVIOUS EMPLOYMENT HISTORY BEFORE UNN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employment** | **Post Held** | **Last income per Annum** | **Date Left** | **Reason for Leaving** |
|  |  |  |  |  |

**5. CAREER WITHIN THIS UNIVERSITY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **POST** | **GRADE****LEVEL** | **FACULTY/****DEPARTMENT** | DATE |
| **FROM** | **TO** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

**6. LEAVE RECORDS:**

|  |  |  |
| --- | --- | --- |
| **S/NO** | **LEAVE** | **STATE DETAILS WITH DATES** |
| A |  |  |
| B |  |  |
| C |  |  |
| D |  |  |
| E |  |  |
| F |  |  |

**7. NUMBER OF TIMES ABSENT FROM OFFICE DUE TO ILL HEALTH: \_*\_*\_\_\_\_\_\_\_\_**

**8. COURSES/CONFERENCES/WORKSHOPS ATTENDED DURING PERIOD OF REPORT**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No.** | **Title of Course** | **Organizing Body** | **PERIOD** **From To** |
| i) |  |  |  |
| ii) |  |   |  |
| iii) |  |   |  |

**9. ACTING APPOINTMENTS HELD DURING PERIOD OF REPORT WITH DATES**

|  |  |  |
| --- | --- | --- |
| **Post Acted for** | **From** | **To** |
|  |  |  |
|  |  |  |

**10. PRESENT JOB:** \_\_\_\_\_\_\_\_\_\_\_ *.*

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

**11. DETAILS OF ANY PROFESSIONAL PUBLICATION / INTENTIONS**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**12. SERVICE ON UNIVERSITY COMMITTEES**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No.** | **Name of Committee** | **Date** **From To** | **Status** |
|  |  |  |  |

**13. SERVICE ON RELEVANT OUTSIDE BODIES (*WITH RELEVANT DETAILS*)**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**14. MEMBERSHIP OF PROFESSIONAL BODIES (*WITH DATES*)**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**15. I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE IS CORRECT.**

 SIGNATURE OF APPRAISEE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### PART II

**SECTION A (85 MARKS)**

(To be completed by Appraisee’s immediate supervisor in consultation with the Head of Department as necessary).

**1.** Do you and the person reported upon agree on the job description and the order of importance? If not please explain.

**YES/NO**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**2.** **ASSESSMENT OF PERFORMANCE**

 How effective is he/she in the performance of the duties set out in 10?

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**3. RATING OF ASPECT OF PERFORMANCES**

 Each aspect of performance is described in terms of:

 Excellent – 5, Very Good – 4, Good – 3, Fair – 2, and Poor – 1. Rating 5 – 1, shall be given if any of them truly represents the position, and the person giving the rating shall substantiate it in writing, indicating specific groups on which they are based. If you feel an aspect of performance is not in the list make specific comments at the end.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| A | Additional relevant Qualification | Possesses additional academic and/or Professional Qualification | 5 |  | 0 | No additional relevant qualification |
| B | Written Expression | Always cogent, clear and well set out | 5 |  | 0 | Ambiguous clumsy and obscure |
| C | Oral Expression | Puts his points across convincingly and concisely | 5 |  | 0 | Finds sit difficult to express himself |
| D | Reliability under Pressure | Performs competently uprightly under pressure | 5 |  | 0 | Easily thrown off balance; not reliable ever under normal circumstance |
| E | Acceptance of Responsibility  | Seeks and accepts responsibility at all times | 5 |  |  | Avoids responsibility, will pass it on when possible |
| F | Drive & Determination | Whole-hearted application of tasks, determined to carry task through to end | 5 |  | 0 | Lacks determination, easily hauled by minor setbacks |
| G | Relations with colleagues | Sensitive to people’s feelings; tactful and understanding of personal problems, earns great respect | 5 |  | 0 | Ignores or belittles other people’s feelings, intolerant; does not earn respect |

**\*NB FOOTNOTE**

 **Scores for Additional Relevant Qualifications (as contained in the Scheme of Service)**

 WASC or its equivalent - 3 points

 A/L GCE/OND - 3 points

 HND/Degree - 4 points

 PGD, M.Sc., Ph.D - 5 points

 Professional qualifications – pre or post appointment - 5 points

**Accountant Cadre:** ICAN, ACCA, M.Sc. Account, PGDE Accounting, Degree in Accountancy, Banking and Finance.

**Administrative Cadre:** The following shall be recognized and shall attract marks: ASCON, NIM, Masters in Public Administration, Management, Sciences, Masters in Mass Communication, Arts, Law and Education.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| H | Foresight | Anticipates problems and develops solution in advance | 5 |  | 0 | Grapples with problems after they arise |
| I | Penetration  | Gets straight to the roots of a problem | 5 |  | 0 | Seldom sees below the surface of problems |
| J | Judgment  | His decisions or proposals are consistently sound | 5 |  | 0 | Poor perception of relative merits of feasibility in most situations |
| K | Initiative and originality | Has ability to think and act for himself | 5 |  | 0 | Depends usually on instruction from others |
| L | Punctuality/Regularity at work | Regular and punctual at work | 5 |  | 0 | No regard for regularity and punctuality |
| M | Relations with public/students | Exceptionally effective in dealing with people of all types | 5 |  | 0 | Tactless and cannot deal with public/students |
| N | Supervisory ability | Organizes staff to give of their best | 5 |  | 0 | Inefficient in use of staff; engenders low moral |
| O | Accuracy including numerical ability | Accurate in the use interpretation of ideas and figures | 5 |  | 0 | Gets confused with figures |
| P | Devotion and application to work | Dedication to the job and evidence of proficiency and application to work | 5 |  | 0 | Deficient in the job |
| Q | Output and quality of work | Gets a great deal done within a set of time frame; maintains very high standards; work is virtually error proof | 5 |  | 0 | Sloppy in output, maintains consistently law standards of work; sources of constant complaint. |

**SECTION B (15 MARKS)**

**4.** **15 points as specified below to be scored by Immediate Supervisor or Head of Department**

**a. Administrative cadre and Executive cadre (15 Points)**

 i. Serviceon University Committees

(2 point per committee, maximum of 10 points) - 10 points

 ii. Attendance to Conferences/Workshops/Seminars - 5 points

 (1 point per conference per year, maximum of 5 points)

 iii. Service to Ad-hoc Faculty/Departmental Committees - 5 points

 (1 point per committee, maximum of 5 points)

**b. Masters Cadre, (Primary and Secondary Schools) - 15 points**

 i Preparation and writing of lesson notes - 5 points

 ii Improvisation and use of teaching aids - 3 points

 iii Delivery of lesson and class control - 3 points

 iv Giving and marking of written exercise - 1 point

 v Adherence to time-table and to weekly

lesson periods - 1 point

 vi Coverage of terms scheme of work - 1 point

 vii Keeping of school records including

progress charts - 1 point

 viii Recorded 0-9% students failure - 5 points

 ix Recorded 10-15% student failure - 3 points

 x Recorded 15-30% student failure - 1 point

 xi Recorded 30 and above student failure - 0 point

c. **Security staff only (15 points)**

 i Presence at duty post - 3 points

 ii Ability to detect, check and prevent social

 anomaly within duty post - 3 points

 iii Documentation of security report etc - 3 points

 iv Obedience to constituted authority - 3 points

 vi Ability to maintain security equipment/

 improvisation of security equipment - 3 points

d. **Technologist, Nurses, Superintendent etc (15 points)**

 i knowledge of laboratory equipment - 3 points

 ii Usage of appropriate equipment to

 execute assignments - 3 points

 iii Avoidance of hazards in the use of equipments - 3 points

 iv Prompt execution of maintenance requests etc - 3 points

 v Ability to detect faults and proffer solution - 3 points

##  SECTION C

e. **Negative points (5 points) for all staff**

The following negative attributes should be scored and deducted from the total performance score

 i Letter of warning - 2 points per letter

 ii Letter of reprimand - 1 point per letter

 iii Letter of query - 1 point per letter

 iv Letter of adverse report on disciplinary case - 1 point per letter

**Total score (current year total obtained in Part II Section A plus total score obtained in Sections B, minus score in Part II Section C.**

Current year score\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total score (previous appraisal year)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. OVERALL PERFORMANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| a | Very Outstanding | Exceptionally effective | 1 |  | 90%2 incremental step |
| b | Outstanding | Very effective | 2 |  | 80% and above Promote 3 years |
| c | Very Good | More generally effective but not positively outstanding | 3 |  | 70%Promote 3 years |
| d | Good | Generally effective | 4 |  | 60% over 3 yearsPromote |
| e | Fair | Performs duties moderately well and without serious shortcomings | 5 |  | 50% - 59%Normal increment |
| f | Unsatisfactory | Definitely ineffective | 6 |  | 40% - 49%Warning |
| g | Poor | Withhold increment | 7 |  | 35% - 39%Withhold increment |
| h | Very Poor | Terminate appointment | 8 |  | Below 35% Terminate appointment |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Immediate Supervisor**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

 I certify that I have seen the contents of this report and that my Supervisor had discussed them with me. I have the following comment to add:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Salary Grade Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Officer reported on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### PART III

**TO BE COMPLETED BY THE HEAD OF DEPARTMENT**

**RECOMMENDATION**

(To be completed by the Head of Department/Dean and in the case of Head of Department by the Registrar/Dean, after due consultation with the immediate supervisor).

(1) Promote (2) Normal Increment (3) Warning

(4) Withhold Increment (5) Terminate Appointment

**REASONS FOR RECOMMENDATION:**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Signature of Head of Department**