

FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE

ANNUAL PERFORMANCE EVALUATION REPORT
NON TEACHING STAFF ON CONTISS O6 & ABOVE

PERIOD OF REPORT FROM.....TO.....

PART A

1. Name: Dr/Mr./Mrs./Miss.....
Surname *Other Names*
2. Date of Birth.....
3. School.....
4. Department.....
5. Date of First Appointment in this University.....
6. Grade on First Appointment in this University.....
7. Current Grade.....
8. Date Appointed or Promoted to Current Grade.....
9. Acting Appointment held during period of Report:.....
- 10.(a) Present Salary..... (b) Grade Level/Step.....
11. Courses or Conferences attended during the period of Report.....
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12. Qualifications

(a) *Academic*

University Degree	Class (if any)	Institution	Date of Award

(b) *Professional*

Qualification	Awarding Body/Society	Date of Award

13. Experience:

(a) Experience outside the University (Describe briefly positions held and duties performed before joining this University. (Please indicate institutions, your designation, your area of specialization, dates in such a way as to give a clear chronological picture of your post qualification experience).

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(b) Experience at the Federal University of Technology, Akure:

(i) Job Description prior to the period of Report (Describe briefly the positions held and duties performed prior to the period of the Report)

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(ii) Present job:
Job Description

(a) State below in order of importance the main official duties performed during the period of Report

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State any important adhoc duties performed which are not of a continuous nature

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14. Other Activities within the University (Contribution to the University)

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15. Other Activities outside Normal University Work (Contribution to the Nation)

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16. Publication (in Recognized Journals Only)

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Signature of the employee

.....
Date

PART B

(To be completed by the Head of Department)

- 17. Do you and the person reported upon agree on the job description and the order of importance (if not, please discuss the changes with him and record any unresolved difference here)

YES/NO

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- 18. **Assessment of Performance**
How effective is he/she in the performance of the duties set out in 13(b) (ii)? What is needed here is an indication, for each of the duties in 13(b) (ii), of how far he/she has achieved the required results:

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- 19. **Aspects of Performance: Administrative Professional Duties**
In assessing performance you have already considered some or all of the following aspects: would you now comment on and assess the aspects separately. Each aspect is described in term of Outstanding (A) and Unsatisfactory performance (E). The three intermediate ratings (B), (C), and (D) represent behaviour 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 any aspect of performance not in the list calls for special comment, please mention it at the end.

1. Contribution to the University and Nation – 5 points

			Maximum Obtainable	Actual Score
A	CONTRIBUTION TO DEPARTMENT/UNIT/SCHOOL/UNIVERSITY	1. Discharge of Departmental/Unit Assignment	0.5	
		2. Discharge of School/Section Assignment	0.5	
		3. Discharge of University Assignment	1.0	
		4. Moral conduct and comportment	1.0	
Sub-total			3.0	
B	CONTRIBUTION TO COMMUNITY/STATE/NATION	1. Contribution to Community	1.0	
		2. Contribution to State	0.5	
		3. Contribution to Nation	0.5	
Sub-total			2.0	
C	GENERAL SCORING RECOMMENDED FOR THE ABOVE IS AS FOLLOWS:	Departmental/Unit/School /University level	3.0	
		Community/State/National level	2.0	
Grand Total			5.0	

2. Annual Appraisal Evaluation Report - 75 points

			Maximum Obtainable	Actual Score
A	FORESIGHT	1. Ability to imagine what is likely to happen and consider this when planning for the future.	2.0	
		2. Anticipates problems and develops solutions in advance.	3.0	
Sub-total			5.0	
B	INITIATIVE	1. Ability to make decisions and take action without waiting for someone to tell what to do.	2.0	
		2. Always acts on own initiative.	3.0	
Sub-total			5.0	
C	SELF DISCIPLINE	1. Ability to make oneself to do the things one ought to do without someone making him to do it.	3.0	
		2. Has well balanced attitude towards work and leisure.	2.0	
Sub-total			5.0	

			Maximum Obtainable	Actual Score
D	COMMAND OF LANGUAGE	1. Ability to speak English Language clearly.	1.0	
		2. Ability to write cogently and concisely (reasonably and correctly).	2.0	
		3. Puts his points across convincingly.	2.0	
Sub-total			5.0	
E	HUMAN RELATIONS	1. Sensitivity to the feelings of others	1.0	
		2. Tactfulness (Able to deal with people in a sensitive manner)	1.0	
		3. Understanding of other people's personal problems	1.0	
		4. Respect to and from others.	1.0	
		5. Effectiveness in dealing with people of all types.	1.0	
Sub-total			5.0	
F	SENSE OF RESPONSIBILITY	1. Seeks out responsibility	2.0	
		2. Accepts responsibility	3.0	
Sub-total			5.0	
G	RELIABILITY UNDERPRESSURE	1. Ability to work under pressure	2.0	
		2. Quality of performance under pressure	3.0	
Sub-total			5.0	
H	JUDGEMENT	1. Ability to make sensible decisions about what to do and when to do it.	2.0	
		2. His/her decisions or proposals are consistently sound	3.0	
Sub-total			5.0	
I	LEVEL OF EFFICIENCY AND EFFECTIVENESS	1. Gets a great deal done within a set time.	1.0	
		2. Maintains very high standard.	1.0	
		3. Work is virtually error proof.	1.0	
		4. Able to get something done well without wasting time, money or energy.	1.0	
		5. Works in a way that produces the result that was intended, that is successfully.	1.0	
Sub-total			5.0	
J	DRIVE AND DETERMINATION	1. Energy for work.	1.0	
		2. Passion for the job.	2.0	
		3. Carried task through to	2.0	

			Maximum Obtainable	Actual Score
		the end.		
Sub-total			5.0	
K	LEADERSHIP QUALITIES	1. Ability to give direction.	1.0	
		2. Ability to provide guidance to others.	1.0	
		3. Ability to motivate others.	1.0	
		4. Ability to influence others to achieve goals.	2.0	
Sub-total			5.0	
L	TECHNICAL ATTRIBUTES: PROFESSIONAL KNOWLEDGE	1. Wide knowledge of the University system	2.0	
		2. Application of specialist knowledge in relevant area to profession	3.0	
Sub-total			5.0	
M	PUNCTUALITY AND REGULARITY AT WORK PUNCTUALITY	1. Arrival at work at the appointment time.	2.0	
		2. Conformity to accepted frequency at work.	3.0	
Sub-total			5.0	
N	APPLICATION OF PROFESSIONAL/TECHNICAL KNOWLEDGE	1. Proficiency based on application of professional/technical knowledge.	5.0	
Sub-total			5.0	
O	COST CONSCIOUSNESS	Sensitivity to cost-saving in carrying out tasks/assignments	5.0	
Sub-total			5.0	

Total of 1 & 2 = 80

Average = $\frac{\text{Total of 1 \& 2}}{16}$

16

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

A = 5 = Outstanding	Exceptionally effective	(4.50 – 5.00)	<input type="checkbox"/>
B = 4 = Very Good	More than generally effective but not positively outstanding	(3.50 – 4.49)	<input type="checkbox"/>
C = 3 = Good	Generally Effective	(2.40 – 3.49)	<input type="checkbox"/>
D = 2 = Fair	Performs duties moderately well without serious shortcomings	(1.50 – 2.39)	<input type="checkbox"/>
E = 1 = Unsatisfactory	Definitely ineffective and not up to the duties	(1.00 – 1.49)	<input type="checkbox"/>

.....
Signature of Head of Department

.....
Date

For a senior non-teaching staff to be promoted, after three years he must score a minimum of 3.50 in the Annual Performance Evaluation Report.

I certify that I have read the contents of this Report and that my Head of Department has discussed them with me. I have the following comments to add:

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..... Grade Level.....
Signature of Officer Reported on

Job. Title:..... *Date:*.....

PART C

(To be completed by the Head of Department)

20. Training Needs:
(In completing this section, you should take account of any view expressed by 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.

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

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21. Next job at the same level:
(In completing this section, you should take account of any view expressed by the person reported on)

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

(b) Transfer to a job at similar level in another occupation group or cadre YES/NO

If you have answered YES to either question, say which kind of job and give your reasons below:

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22. (A) RECOMMENDATION FOR CONFIRMATION

I recommend that:

- (i) his/her appointment be confirmed to retiring age
- (ii) his/her appointment be further extended for six months
- (ii) his/her appointment be terminated with effect from.....

.....
Signature of Head of Department

.....
Name of Head of Department

.....
Date

B. RECOMMENDATION FOR NORMAL PROMOTION

Comments on your recommendation:

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C. RECOMMENDATION FOR ACCELERATED PROMOTION

He/she should be specially considered for Accelerated Promotion to.....

Grade

Give reasons for your recommendations:

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D. RECOMMENDATION FOR INCREMENT ONLY

Comments on your recommendation:

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Signature of Head of Department/Date

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Name of Head of Department

23. He/She has served under me forYears.

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Signature of Head of Department/Date

.....
Name of Head of Department

.....
Date

PART D

(To be completed by the Registrar)

24. Average score for three years (including the period of current assessment)

- 1.
- 2.
- 3.

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Registrar

.....
Date