



# CALEB UNIVERSITY, IMOTA, LAGOS (CUL)

PERIOD OF REPORT: FROM:----- TO:-----

## **ANNUAL PERFORMANCE EVALUATION REPORT FOR ADMINISTRATIVE, TECHNICAL, AND PROFESSIONAL STAFF**

NOTE: This report is designed to provide an up-to-date appraisal of the employee's competence, efficiency and official conduct which can serve as official record of service for purpose of transfer, promotion and training, as a means of assisting the employee in his/her development in CUL, and as a help to responsible supervisors towards precise and objective assessment of their staff.

### **PART A**

*(To be completed by individual member of staff)*

1. (a) Name:-----  
Surname Other Names
- (b) Title: Dr./  Mr./  Mrs./  Miss./  Ms./  Other/
2. (a) Date of Birth:-----  
Day Month Year
- (b) Age-----
- (c) Marital Status -----
3. College/Department/Unit:-----
4. Date of First Appointment in this University:-----
5. Grade/Status on First Appointment in this University:-----
6. Current Grade/Status:-----
7. Date of appointed or promoted to current grade/status:-----
8. (a) Has appointment been confirmed:-----
- (b) Date of confirmation:-----
9. Acting Appointment held during period of Report:-----
10. (a) Present Salary per annum:-----
- (b) Grade Level/Step:-----

11. Courses or Conferences attended during the period of Report:

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**12. QUALIFICATIONS**

(a) **Academics:**

University Degree	Class (if any)	Institution	Date of Award

(b) **Professionals:**

Qualification	Awarding Body/Society	Date of Award

**13. Experience at CALEB University**

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

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State any important *ad hoc* 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. Publications: (in Journals, creative writing, etc.)

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Signature of Employee

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Date

**PART B**

***(To be completed by Head of Department)***

17.(i) Did you and the person reported upon agree on the job description and the order of importance?

Yes/No.

(ii) If no, please discuss the change with him and record any unresolved difference here:

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18. Assessment on Performance

The Head of Department is to appraise staff performance under the factors listed below. Each factor must be assigned a weight depending on the nature and emphasis of the job. Some of the factors may not be applicable. However the total weights assigned to the appraisal factors must add up to 100. For each appraisal factor, ratings can range from 1 to 5 (where 5 is the highest) and this should be carefully considered. Enter at the end of each factor the weight assigned and the appraisal rating. Provide remarks if necessary on the weight and rating.

S/No	Appraisal factors	Weight assigned
1.	Goals performance	
2.	Technical/Professional knowledge of work	
3.	Analytical ability	
4.	Resourcefulness, initiative and acceptance of responsibility	
5.	Management of staff	
6.	Management of resources	
7.	Reliability and performance under pressure	
8.	Interpersonal relations	
9.	Communication	
10	Punctuality and attendance	
	<b>Summary of Scores</b>	<b>100</b>

**1. Goals performance**

*(Consider extent to which the work plan for the year under review was attained including quality of work)*

- 5 Exceptionally accurate work. Performance substantially exceeded work targets and expectations. Made an outstanding contribution. A big achiever.
- 4 High quality performance. Exceeded expectations and work targets.

- 3 Reliable and good performance. Satisfied basic job requirements and expectations. Acceptable quality of work.
- 2 Partially satisfied basic job requirements and expectations. Frequent errors. Needs improvement.
- 1 Quality of work unacceptable. Very slow worker. Did not meet basic job requirements and expectations.

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<b>Weight</b>		<b>Rating</b>		<b>Score</b>	

**2. Technical/Professional knowledge of work**

*(Consider if performance demonstrates technical/professional knowledge)*

- 5 Demonstrates exceptional skills.
- 4 Demonstrates very good skills necessary for the job.
- 3 Demonstrates skills necessary for the job.
- 2 Requires considerable assistance as skills are low
- 1 Inadequate knowledge, incapable of performing

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<b>Weight</b>		<b>Rating</b>		<b>Score</b>	

**3. Analytical ability**

*(Consider ability to investigate, examine, explain issues objectively without bias, and proffer practical and workable solution)*

- 5 Exceptional ability to analyze promptly with accuracy, presents solutions that are consistently sound, realistic, highly balanced, and mature in judgment.
- 4 Very good ability to analyze issues accurately and presents sound and very objective proposals.
- 3 Good ability to analyze issues fairly accurately and to proffer objective solutions which are workable most of the time.
- 2 Only fair analytical ability, mostly subjective.

1 Not capable of carrying out proper examination of issues/situations and displays poor judgment.

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<b>Weight</b>		<b>Rating</b>		<b>Score</b>	

**4. Resourcefulness, initiative, and acceptance of responsibility**

*(Consider initiative, willingness to accept responsibility, and ability to perform with minimum supervision)*

5 Actively seeks and readily accepts responsibility, creative, applies self completely, follows through on tasks, and requires very little or no supervision.

4 Accepts responsibility willingly, demonstrates considerable initiative, and performs with minimum supervision.

3 Performs tasks with some supervision, accepts responsibility but is not eager to accept more; fairly creative.

2 Accepts responsibility grudgingly, avoids it where possible; often needs to be prodded and hardly inventive.

1 Irresponsible. Unresponsive, needs constant prodding.

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<b>Weight</b>		<b>Rating</b>		<b>Score</b>	

**5. Management of staff**

*(Consider ability to supervise and motivate subordinates effectively)*

5 Gives excellent direction, effectively monitors and supervises subordinates, sustains high morale, is fair, firm and dependable.

4 Gives consistently good direction and supervision to subordinates, generates high morale, and effectively monitors performance.

3 Motivates subordinates, sets standards, and monitors performance. Occasionally requires guidance to maintain direction.

2 Does not monitor subordinates' performance.

Provides no leadership.

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**6. Management of resources**

*(Consider care and efficiency in the use of financial and material resources, e.g., equipment, vehicles, stationery, chemicals, etc.)*

Very effective use of resources, highly cost conscious and constantly initiates ways of saving cost and of conserving resources. Takes personal interest in the care of official property.

Optimal and very effective use and care of resources. Demonstrates cost consciousness.

Effective in the use of resources and takes care of official property.

Only fair in the care and efficient use of resources.

Poor resource management, careless, and often wastes materials.

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<b>Weight</b>		<b>Rating</b>		<b>Score</b>	-----
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**7. Reliability and performance under pressure**

*(Consider ability to cope with many tasks simultaneously and maintain high productivity under pressure)*

Very reliable under difficult conditions, able to perform many tasks simultaneously, and maintain good quality work.

Reliable, maintains satisfactory productivity under pressure.

Reliable most of the time, average productivity under pressure. Occasionally lets you down.

Often unreliable and is edgy under pressure.

Very unreliable and very low productivity under pressure.

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**8. Interpersonal relations**

*(Consider sensitivity and ability to work effectively with people of different social status, culture, and gender and also integrity and honesty)*

- Highly collaborative, excellent team player, cooperates and gets on well with supervisors, colleagues, and subordinates. Exhibits high integrity and honesty.
- Able to function effectively as a team member committed to group goals. Gives and gets good cooperation. Exhibits integrity and honesty.
- Cooperates most of the time but at times tends to be uncooperative. Generally honest.
- Generally uncooperative. Difficult to deal with on occasions. Complains often. Doubtful integrity.
- Poor team player. Does not get along with fellow employees. Very doubtful integrity.

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**9. Communication**

*(Consider clarity, fluency, and how articulate staff is both in written and verbal expression)*

- Very effective, concise, and clear in oral/written expression; message conveyed always well understood in discussions and correspondences.
- Very concise and clear in oral/written expression.
- Adequately clear and accurate in oral/written expression most of the time.
- Only fair in oral/written expression. Very often verbose, and inaccurate in delivery.
- Ambiguous and clumsy in oral/written expression.

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### 10. Punctuality and attendance

*(Consider rate of absenteeism, reasons for absenteeism, tardiness and promptness in giving notice of absence).*

- 5 Very punctual, report regularly for duty. Absent only on emergency or illness. Gives adequate notice of absence.
- 4 Usually punctual, rarely late, absent only with good reason.
- 3 Not always punctual, and occasionally does not give notice of absence.
- 2 Occasionally punctual, gives untenable excuses, often absent, does not give adequate notice for absence.
- 1 Frequently late for work, excessive absenteeism. Does not give notice of absence.

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**Summary of scores**

**Total Weight**

**Total score**

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Signature of Head of Department

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Name of Head of Department

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Date

**PART C**

***(To be completed by individual member of staff)***

20. 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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Signature of the Officer Reported on

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Grade Level

Job Title:-----

Date:-----

**PART D**

***(To be completed by the Chairman, Departmental A & P Committee)***

21. 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 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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22. Next job at the same level:

(In completing this section, you should take account of any views 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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23A. RECOMMENDATION FOR CONFIRMATION

I recommend that:

- (i) His/her appointment be confirmed.
- (ii) His/her appointment be further extended for one year
- (iii) His/her appointment be terminated with effect from -----

B. RECOMMENDATION FOR NORMAL PROMOTION:

*(Comments on your recommendation)*

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C. RECOMMENDATION FOR ACCELERATED PROMOTION:

(i) He/she should be specially considered for Accelerated promotion to

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Grade

(ii) Give the reasons for your recommendation:

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D. RECOMMENDATION FOR INCREMENT ONLY:  
Comments on your recommendation:

- (i) Grant Increment:
- (ii) Do not Grant Increment:
- (iii) Delay Increment:

Give reasons for your recommendation: -----  
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24. He/she served under me for ----- years.

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Signature of Chairman,  
Departmental A & P Committee

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Name of Chairman,  
Departmental A & P Committee

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Date

**PART E**

*(To be completed by the Human Resources Officer)*

25. Quantitative score for the previous three years.

- (i) -----
- (ii) -----
- (iii) -----

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**Head, Human Resources Division**

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**Date**