



THE FEDERAL POLYTECHNIC, ILARO

STAFF FILE NO.: _____ MOBILE PHONE NO.: _____

ANNUAL PERFORMANCE EVALUATION REPORT SENIOR ADMINISTRATIVE AND TECHNICAL STAFF

PERIOD COVERED: JANUARY _____ TO: DECEMBER _____
PRESENT APPOINTMENT: _____ DATE OF PRESENT APPOINTMENT: _____

SCHEDULE A

[To be completed by the appraisee]

1. NAME: DR/MR/MRS/MISS: _____
[Surname] [First] [Middle]

2. DATE OF BIRTH: _____ 3. SEX: _____
[DD – MM – YYYY]

4. DIVISION: _____ DEPARTMENT: _____
SECTION: _____

5. QUALIFICATIONS: [Degree, Diploma, Certificates and Membership of Professional Bodies]

S/NO.	QUALIFICATIONS	CLASS	AWARDING BODY	DATE

6. EMPLOYMENT HISTORY BEFORE JOINING THE POLYTECHNIC:

S/NO.	EMPLOYER	POST HELD	LAST INCOME PER ANNUM	DATE LEFT	REASON FOR LEAVING



7. CAREER WITHIN THIS POLYTECHNIC:

		POSITION	OTHER JOB TITLES	CONTEDISS/STEP	DEPARTMENT	DATE
A.	1 ST APPOINTMENT					
B.	PROMOTED/ HARMONISED/ REGRADED TO					
C.						
D.						
E.						
F.						
G.						

8. PRESENT SALARY: ₦ _____ P/A. DATE OF NEXT INCREMENT: _____

9. [A] HAS THE APPOINTMENT BEEN CONFIRMED? YES/NO

[B] DATE OF CONFIRMATION: _____

10. COURSE ATTENDED DURING THE PERIOD OF REPORT:

S/NO.	TITLE OF COURSE (S)	ORGANISING BODY	PERIOD	
			FROM	TO

11. ACTING APPOINTMENT HELD DURING PERIOD OF REPORT WITH DATES:

S/NO.	POST ACTED IN	FROM	TO

12. PRESENT JOB

State below in order of importance the main duties performed during period of report;
[Where necessary, additional sheets may be used and attached]

[a] _____

[b] _____

[c] _____

[d] _____

[e] _____

[f] _____

[g] _____

13. DETAILS OF PROFESSIONAL PUBLICATIONS/INVENTIONS:

14. SERVICE ON POLYTECHNIC COMMITTEES

S/NO.	NAME OF COMMITTEE	DATE		STATUS
		FROM	TO	

15. SERVICE ON RELEVANT OUTSIDE BODIES: [attached relevant documents]



16. PROFESSIONAL MEETING ATTENDED WITH DATES:

17. CERTIFICATION:

I hereby certify that the information above is correct.

Signature of Appraisee

Date

SECTION B

[To be completed by the Appraisee's immediate Supervisor, in consultation with the Head of Division as necessary]

18. Do you and the person reported upon agree on the job description and the order of importance? YES/NO

If no, please explain.

19. ASSESSMENT OF PERFORMANCE:

How effective is he/she in the performance of the duties in section 12 above?

20. RATING OF ASPECTS OF PERFORMANCE:

Each aspect of performance is described in term of Excellent performance [5] through very poor performance [0].

Rating "0" should be given if it truly represents the position, and the person giving that rating should substantiate it in writing, indicating specific ground on which the assessment is based.

If you feel any aspect of the performance not in the list calls for special comment, please mention it at the end.



A	Additional relevant qualification [if applicable]	Possess additional relevant academic and 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/her points across convincingly and concisely	5		0	Finds it difficult to express himself/herself
D	Reliability under pressure	Performs competently and reliably under pressure	5		0	Easily thrown off balance even under normal circumstances
E	Acceptance of responsibility	Seeks and accepts responsibility at all times	5		0	Avoid responsibility and will pass it on when possible
F	Drive and determination	Whole-hearted application to tasks; determined to carry task through to end	5		0	Lacks determination easily hauled by minor set backs
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 feeling; intolerant; does not earn respect.
H	Penetration	Gets straight to the roots of a problem	5		0	Seldom sees below the surface of problems
I	Judgement	His decisions or proposals are consistently sound	5		0	Poor perception of relative merits of feasibility in most situations
J	Foresight	Anticipates problems and develops solution in advance	5		0	Grapples with problems after they arise
K	Regularity at work	Very high regards for regularity at work	5		0	No regards for regularity at work
L	Punctuality at work	Always punctual to work	5		0	No regards for punctuality
M	Initiative and originality	Has ability to think and act for himself	5		0	Depends usually on instruction from others
N	Relations with public/staff/students	Exceptionally effective in dealing with people of all types	5		0	Tactless and cannot deal with public/staff/students
O	Supervisory ability	Organizes and inspires staff to give their best	5		0	Inefficient in the use staff; engenders low morale
P	Accuracy including numerical ability	Accurate in the use and interpretation of ideas and figures	5		0	Easily confused in the use and interpretation of ideas and figures
Q	Devotion and application to work	Dedication to his/her job, evidence of proficiency and application to work	5		0	Totally lacks dedication and deficient in performance
R	Output	Gets a great deal done within a set time frame	5		0	Sloppy in output Never meets deadline
S	Quality of Work	Maintains very high standards; work is virtually error proof	5		0	Maintains consistently low standards of work; source of constant complaints
T	Application to relevant extra-curricular duties e.g. committee work and departmental activities	Give diligent and effective services	5		0	Non-Chalant.

Percentage Score = _____

*In the case of Committee work, rating should be done in consultation with Committee Chairman

21. OVERALL PERFORMANCE: [Tick whichever is applicable, based on 20 above]

- | | | | |
|-----|----------------------------|--------|---------------|
| [a] | Excellent performance | [] | 80% and above |
| [b] | Good performance | [] | 60% - 79% |
| [c] | Satisfactory performance | [] | 40% - 59% |
| [d] | Unsatisfactory performance | [] | 20% - 39% |
| [e] | Extremely poor performance | [] | 19% and below |

22. TRAINING NEEDS

[In completing this section, you should take account of any view(s) expressed by person reported on]

[a] If as a result of the assessment made earlier in the report, you consider that performance or potential could be improved by training, please specify the need

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

23. Recommendation of Head of Department/Unit

Name of immediate Supervisor

Signature

Date



24. I certify that I have seen the content of this report and that my Supervisor has discussed them with me.

I have the following comments to make:

[Where necessary, an additional sheet may be used and attached]

Signature of officer reported on: _____ Date: _____

Position/Job Title: _____ Salary CONTEDISS/Step: _____

SECTION C

[To be completed by the Head of Division/Dean of School/ Principal Officers or the Rector]

25. RECOMMENDATION OF DEAN/PRINCIPAL OFFICERS/RECTOR

[Please tick whichever is applicable to item [21] above - overall performance]

A	B	C	D	E
80% and Above	60% - 79%	40% - 59% Normal increment only	20% - 39% Withhold increment/warning	19% and below Terminate Appointment

Final recommendation/additional comments by the Head of Division/Dean/Principal Officers/Rector

Signature of Dean/Principal Officers/Rector

Date



