



THE FEDERAL POLYTECHNIC, ILARO

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

ANNUAL PERFORMANCE EVALUATION REPORT FOR TEACHING STAFF OF POLYTECHNIC STAFF NURSERY AND PRIMARY SCHOOL

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.	1ST APPOINTMENT					
B.	PROMOTED/ HARMONISED/ REGRADED TO					
C.						
D.						
E.						
F.						
G.						

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

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

[B] DATE OF CONFIRMATION: _____

10. COURSE ATTENDED DURING THE PERIOD OF REPORT:

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

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

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 ANY 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.

NOTES ON SCORING ATTRIBUTES:

1. SCORES

- 5 - Outstanding**
- 4 - Very Good**
- 3 - Good**
- 2 - Average**
- 1 - Below Average**

(To be completed by the HEAD TEACHER/ASST. HEAD TEACHER/HEAD OF SECTION)

Qualities	No	Duties/Behaviour Observed	Mark Obtainable	Mark Obtained
(i). Class Teacher	1	TEACHING RECORDS Filled regularly, neatly, correctly Filled regularly, correctly but untidily Filled regularly, but contained some errors Filled regularly, but carelessly prepared Filled regularly and carelessly	5	
	2	LESSON PREPARATION/QUALITY OF TEACHING Regular, adequate and well used Regular, adequate and fairly used Regular, in adequate but fairly well used Regular, but carelessly prepared Irregular and carelessly prepared	5	
	3	QUALITY OF TEACHING Outstanding/Very inspiring to pupil's learning Very good/ Inspiring Good / Fairly inspiring Fair/ Tolerance/Inspiring Weak/not inspiring	5	
	4	CLASSROOM CLIMATE Highly organized and lesson objectives achieved Highly organized though all but one objectives Achieved Organized and Inspired some good learning Average and normal learning took place Fair and dull with little learning achieved	5	
(ii). Teacher Efficiency & Effectiveness	5	PUPIL'S WORK Regular given and thoroughly marked Regular given and mixed fairly correctly Often given and marked fairly correctly Average given and marked fairly correctly Seldom given hardly marked	5	

(iii). Interest and Attitude to work	6	REPORT SHEETS/ MARKING OF EXAMINATION SCRIPTS Promptly, neatly and properly prepared Outstanding and vigilantly done Promptly, correctly but roughly prepared Not quite vigilantly done Delayed and carelessly done	5	
	7	READINESS TO ACCEPT ADDITIONAL DUTIES/ GIVES EXTRA LESSON/ATTENTION TO PUPILS Outstanding, Voluntarily and most Substantially Very Keen, Voluntarily and very substantially Keen, Voluntarily and Substantially Accepts but grumbles, Voluntarily but not substantially Reluctant, given excuses and only when asked	5	
	8	CO-CURRICULAR/PHYSICAL ACTIVITIES Outstanding keen-orgainises and leads most actively Very keen organises and leads substantially Keen, organises and take part actively Just keen-shows some interest Reluctant/rarely takes part	5	
	9	ATTENDANCE AT SCHOOL ASSEMBLIES Outstanding, keen and most regular Very keen and regular Fairly keen and regular Just keen and hardly regular Not keen and regular	5	
	(v). Sense of Responsibility	10	RESOURCEFULNESS IDEAS/ORIGINALITY Outstanding, pragmatic and full of ideas Very pragmatic and full of ideas Pragmatic and has some ideas Pragmatic and has some ideas Hardly forthcoming almost devoid of ideas	5
11		CONCERN WITH SCHOOL DISCIPLINE Most concerned Greatly concerned Adequately concerned Fairly concerned Hardly concerned	5	
12		MEDICAL FITNESS Is healthy Is seldom ill Is occasionally ill Is frequently ill	5	

(vi). Human Relations	13	PUNCTUALITY TO SCHOOL/CLASS Always punctual never late Always punctual hardly late Nearly always punctual; late occasionally Punctual but late at times Not punctual always	5
	14	PARTICIPATION AT STAFF MEETINGS Most Outstanding/ Regular and Active Very regular and active Fairly regular and a bit active Sometimes regular and a bit active Irregular and inactive	5
	15	ATTENDANCE DURING HOLIDAYS Always Regular Hardly Ever Absent Absent occasionally Fairly regular Irregular	5
	16	RELATIONSHIP WITH STAFF, PARENTS AND PUPILS Excellent Very Good Good Average Poor	5
	17	INTERGRITY/RELIABILITY/DISCREETNESS Exceptionally honest Very honest Honest Average Poor	5
(vii). Executive and Leadership Power	18	RESPECT FOR CONSTITUTED AUTHORITY: Exceptionally loyal Very loyal Loyal Average Poor	5
(viii). Professional Alertness and Growth	19	SELF – DISCIPLINE AND MANNERS Exceptionally good Very good Good Average Poor	5

	20	DRESSING / APPREARANCE Very neat and smart Very neat Neat Average Poor	5	
		TOTAL	100	

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 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 in 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 report on: _____ Date: _____
 Position/ Job Title: _____ Salary CONTEDISS/Step: _____

SECTION C

[To be completed by the Head of Division/Dean of School or in the case of Head of Division, by the Rector]

25. **RECOMMENDATION OF DEAN/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% - 30% Withhold Increment/ warning	19% and below Terminate Appointment

Find recommendation/additional comments by the Head of Division/Dean/Rector:

Signature of Dean/Rector

Date

