



11. CAREER WITHIN THE POLYTECHNIC:

		POSITION	OTHER JOB TITLES	CONTE DISS/STEP	DEPARTMENT	DATE
1	1 <sup>ST</sup> APPOINTMENT					
2	PROMOTED/ HARMONISED/ REGRADED TO					
3						
4						
5						
6						
7						
8						
9						

12. DETAILS OF DUTIES IN THE POLYTECHNIC

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

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_
- vi. \_\_\_\_\_



- vii. \_\_\_\_\_
- viii. \_\_\_\_\_
- ix. \_\_\_\_\_
- x. \_\_\_\_\_
- xi. \_\_\_\_\_
- xii. \_\_\_\_\_
- xiii. \_\_\_\_\_
- xiv. \_\_\_\_\_

13. SERVICES ON RELEVANT BODIES OUTSIDE THE POLYTECHNIC (with details)

S/N	ESTABLISHMENT	POST	DATE

- 14. Additional Skills Acquired with Evidence
- 15. Awards or Commendation Letters
- 16. Community Service

**Note:**  
 Give at least three reasons to convince the Committee that you deserve the award you are competing for. Please attach evidence if necessary. The Committee may request for Evidence of other claims.

- 1. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 2. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature and Date

### PART B

[To be completed by the Applicant's immediate Supervisor]

S/N	Attributes	Description of Attributes	Maximum Mark Obtainable = 44	Actual Mark Awarded
1	Attention to details	Pays attention to details and instructions	4	
2	Creativity	Has ability to think and act for himself	4	
3	Emotional Balance	Stays focus at work	4	
4	Communication skills	Puts his points across convincingly and concisely	4	
5	Acceptance of responsibility	Seeks and accepts responsibility at all times	4	
6	Reliability under Pressure	Performs competently and reliably under pressure	4	
7	Regularity at Work	Very high regards for regularity at work	4	
8	Punctuality at Work	Not coming late to work	4	
9	Drive and determination	Whole-hearted application to tasks; determined to carry task through to the end	4	
10	Quality of Work	Maintains very high standards; work is virtually error free	4	
11	Computer Literacy	Shows adequate Knowledge of Computer	4	

Total Score = \_\_\_\_\_

\_\_\_\_\_  
Name of Supervisor

\_\_\_\_\_  
Signature and Date



**Other Variables – (To be completed by the Implementation Committee of Staff Awards)**

S/ N	Awards or Commendation Letters <b>3</b>	Additional Skills Acquired with Evidence <b>5</b>	Community Service <b>4</b>	Committee Membership <b>4</b>	Staff performance/ File Auditing <b>5</b>	Maximum Score <b>21</b>
1						
2						
3						
4						
5						
6						
7						

**Observance of Ethical Standards**

S/ N	Honesty and Integrity <b>5</b>	Transparency <b>3</b>	Fairness <b>4</b>	Confidentiality <b>3</b>	Professionalism <b>5</b>	Spirit of Teamwork <b>5</b>	Maximum Score <b>25</b>
1							
2							
3							
4							
5							
6							

**ANALYSIS OF THE SCORES**

i.	Evaluation Variables	44 marks
ii.	Report of Head of Division/Department	10 marks
iii.	Other Variables	21 marks
iv.	Observance of Ethical Standards	25 marks
	<b>Total</b>	<b>100 marks</b>

