**GODFREY OKOYE UNIVERSITY**

**ANNUAL APPRAISAL FORM FOR SENIOR ADMINISTRATIVE AND TECHNICAL STAFF**

|  |
| --- |
| Period of Report |

|  |  |
| --- | --- |
| From | To |

PART 1

(TO BE COMPLETED IN TRIPLICATED BY APPRAISEE)

1a. NAME IN FULL:

(SURNAME) (FIRST) (MIDDLE)

1b. MARITAL STATUS

|  |  |  |
| --- | --- | --- |
|  |  |  |

1c. STAFF FILE NUMBER ID. DATE OF BIRTH

(DAY) (MONTH) (YEAR)

1d. AGE LAST BIRTH DAY:

2. FACULTY DEPARTMENT

3. QUALIFICATIONS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/N | Qualifications | Class | Awarding Body | Date |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

4. PREVIOUS EMPLOYMENT HISTORY BEFORE GODFREY OKOYE UNIVERSITY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Post Held | Last Income Per Annum | Date Left | Reason for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

5. CAREER WITHIN THE UNIVERSITY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Post | Grade Level and Step | Faculty/ Department | Date  From To |
|  |  |  |  |  |
| 1sts Appointment |  |  |  |  |
| \*Promotions/  Harmonized/  Regraded to |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

6. LEAVE RECORDS

|  |  |  |
| --- | --- | --- |
| S/NO |  | State Details with Dates |
| a | Annual Leave |  |
| b | Sick Leave |  |
| c | Maternity Leave |  |
| d | Leave of Absence |  |
| e | Casual Leave |  |
| f | Exam Leave |  |

7. NUMBER OF TIMES ABSENT FROM OFFICE DUE TO ILL HEALTH\

8. COURSES/CONFERENCES/WORKSHOPS ATTENDED DURING PERIOD OF REPORT

|  |  |  |  |
| --- | --- | --- | --- |
| S/NO | Tittle of Course | Organizing Body | Period  From To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

9. ACTING APPOINTMENTS HELD DURING PERIOD OF REPORT WITH DATES

|  |  |  |
| --- | --- | --- |
| POST ACTED FOR | FROM | TO |
|  |  |  |
|  |  |  |
|  |  |  |

10. PRESENT JOB:

State below in order of importance the main duties performed during period of report

i

ii

iii

iv

DETAILS OF ANY PROFESSIONAL PUBLICATIONS/ INVENTIONS

SERVICES ON UNIVERSITY COMMITEES

|  |  |  |  |
| --- | --- | --- | --- |
| S/NO | NAME OF COMMITEE | DATE  FROM TO | STATUS |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

13. SERVICE ON RELEVANT OUTSIDE BODIES (WITH RELEVANT DETAILS)

14. MEMBERSHIP OF PROFESSIONAL BODIES

To emphasize the importance of ICT

15. ICT COURSES ATTENDED AND CERTIFICATES

16. I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE IS CORRECT

SIGNATURE OF APPRAISEE

DATE

**PART II**

SECTIONS A (85 MARKS)

1. Do you and the person reported upon agree on the job description and the order of importance (if not please explain)

YES/NO

1. Assessment of performance

How effective is he/she in the performance of his duties

1. Rating of aspects of performance

Each aspect of performance is described in terms of:

Excellent -5, Very Good -4, Good -3, Fair -2, and Poor -1, Rating 5-1, shall be given if any of them truly represents the position, and the person given the rating shall substantiate it in writing, indicating specific grounds on which they are based. If you feel an aspect of performance is not in the list make specific comments at the end.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| a | \*Additional  Relevant  Qualification | Possesses additional  Academic and/or Professional  qualifications | 5 |  | 0 | No additional  relevant  qualifications |
| b. | Written expression | Always cogent, clear  And well set out | 5 |  | 0 | Ambiguous,  Clumsy and obscure |
| c. | Oral expression | Put his points across convincingly and concisely | 5 |  | 0 | Finds it difficult to express himself/herself |
| d | Reliability under pressure | Performs  Competently, uprightly under pressure | 5 |  | 0 | Easily thrown off balance, not reliable even under normal circumstance |
| e | Acceptance of responsibility | Seeks and accepts responsibility at all times | 5 |  | 0 | Avoids responsibility, will pass it on whenpossible |
| f | Drive and determination | Whole-hearted application to task: determined to carry task through the end. | 5 |  | 0 | Lacks  Determination;  Easily upset by minor set backs |
| g | Relation with colleagues | Sensitive to people’s feelings; tactful and understanding of personal problems: earns great respect | 5 |  | 0 | Ignores or belittles other people’s feelings: intolerant; does not learn aspect. |
|  |  |  |  |  |  |  |

\* NB FOOTNOTE

Scores for Additional Relevant Qualifications

WASC or its equivalent complete - 3points

A/L GCE/OND - 3points

HND/Degree - 4points

PGD, MSc, Ph.D. - 5points

Professional qualifications – pre 0r post appointment - 5points

**Accounting cadre**: ICAN, ACCA, M.Sc. Account, PGDE Accountancy, and Degree on Accounting, Banking and finance.

**Administrative Cadre**: The following shall be recognized and shall attract marks: ASCON, NIM, Maters in Public Administration, Management Sciences and Masters in Mass Communications, Arts Law and Education.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| h | Foresight | Anticipates problems and develops solutions in advance | 5 |  | 0 | Grapples with problems after they arise |
| i | Penetration | Gets straight to the root of a problem | 5 |  | 0 | Seldom sees below the surface of a problem |
| j | Judgment | His decision or proposal are consistently sound | 5 |  | 0 | Poor perception of relative merit of feasibility in most situations |
| k | Initiative and originality | His ability to think and act for himself | 5 |  | 0 | Depends usually on instruction from others |
| l | Punctuality/ regularity at work | Regular and punctual at work | 5 |  | 0 | No regard for regularity and punctuality |
| m | Relation with public and students | Exceptionally effective in dealing with all kinds of people | 5 |  | 0 | Tactless and cannot deal with public or student |
| n | Supervisory ability | Organizes and inspires staff to give their best | 5 |  | 0 | Inefficient with the use of staff, engenders low morals. |
| o | Accuracy including numerical ability | Accurate in the use and interpretation of ideas and figures | 5 |  | 0 | Gets confused with figures |
| p | Devotion and application to work | Dedication to the job and evidence of proficiency and application to work | 5 |  | 0 | Deficient in the job |
| q | Output and quality of work | Sets a great deal done within a set of timeframe; maintains very high standards. | 5 |  | 0 | Sloppy in output; maintains consistently low standards of work; sources of constant complain. |

**SECTION B (15 Marks)**

1. **15 Points as Specified Below to be Scored by Immediate Supervisor or Head of Department**.
2. **Administrative Cadre and Executive Cadre (15 Points)**

i Service on university committees - 10 points

(2 points per committee, maximum of 10 points)

ii Attendance to conferences/ workshops/Seminars - 5 points

(1 point per conference per year, Maximum of 5 points)

iii service to Ad-hoc faculty/departmental committees - 5 points

1. point per committee, maximum of 5 points)
2. **Security Staff Only (15 points)**

i Presence at duty post - 3 points

ii Ability to detect, check and prevent social anomaly

within duty post - 3 points

iii Documentation of security report etc. - 3 points

iv Obedience to constituted authority - 3 points

v Ability to maintain security equipment’s - 3 points

1. **Technologist, Nurses, Superintendents Etc. (15 Points)**

I knowledge of laboratory equipment’s - 3 points

Ii usage of appropriate equipment to execute assignment - 3 points

Iii avoidance of hazards in the in the use of equipment’s - 3 points

Iv prompt execution of maintenance requests etc. - 3 points

V ability to detect faults and proffer solutions - 3 points

SECTION C

1. **Negative points (5 points) for all staff**

The following negative attributes shall be scored and deducted from the total performance score

I letter of warning - 2 points per letter

Ii letter of reprimand - 1 point per letter

Iii letter of querry - 1 point per letter

Iv letter of adverse report on disciplinary case - 1 point per letter

**Total score equals current year total obtained in part II section A plus total score obtained in sectons B, Minus score in Part II section C.**

Current Year score

Total score (previous appraisal year)

1. OVERALL PERFORMANCE

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Very Outstanding | Exceptionally Effective | 1 | 90%  2 incremental steps |
| 1. Outstanding | Very Effective | 2 | 80% and above, promote in 3 years |
| 1. Very good | More generally effective but not positively outstanding | 3 | 70% promote in three years |
| 1. Good | Generally effective | 4 | 60%, over 3 years promote |
| 1. Fair | Performs duties moderately well and without serious shortcomings | 5 | 50%-59%  Normal increment |
| 1. Unsatisfactory | Definitely ineffective | 6 | 40%-49% Warning |
| 1. Poor | Withhold increment | 7 | 35%-49%  Withhold increment |
| 1. Very Poor | Terminate appointment | 8 | Below 35% Terminate Appointment |

Name of Immediate Supervisor

**Signature Date**

I certify that I have seen the contents of this report and that my supervisor had discussed them with me I have the following comments to add.

Salary grade level signature of officer reported on

Job Title: Date:

**PART III**

TO BE COMPLETED BY THE HEAD OF DEPARTMENT/ DEAN RECOMMENDATION

(T be completed by the head of department/ dean and in the case of head of department by the registrar/dean, after due consultation with the immediate supervisor)

1. Promote 2)Normal Increment 3) Warning

4) Withhold Increment 5) Terminate appointment.

REASON FOR RECOMMENDATION

Signature of Head of Department