

FILE NO.....

UNIVERSITY OF IBADAN



ANNUAL STAFF APPRAISAL FORM (Administrative, Technical, Professional and Analogous Grades)

UNIVERSITY OF IBADAN
ANNUAL STAFF APPRAISAL FORM

Notes for Reporting Officers

1. Complete the form in ink.
2. Use the “Remarks” column freely to give a clearer picture of the officer’s strengths and weakness. Do not make comments which are vague or which merely repeat what has been indicated by the marking in the box: but to include general comments which complete the picture on specific points.
3. It is important that Officers should normally be informed in writing of any faults or short-comings which result in an adverse report. Reporting officers are personally responsible for carrying out this duty either at the time of rendering the report or previously. If for any reason a reporting Officer considers that it would not be in the interest of the University or the Officer concerned that an adverse comment should be brought to his notice, the reason should be clearly indicated. Please note that you have a continuing responsibility throughout the year to discuss with your staff their failings; it is wrong to let them drift in the mistaken belief that they are performing satisfactorily.
4. Where an Officer often takes off during working hours on account of illness, statement to this effect should also be included.

1. Full Name: Mr./Mrs./Miss:.....
(In Block Letters) *(Surname First)*

2. Department:.....

3. Date of Birth:.....

4. Date of 1st Appointment:.....

5. a) Present substantive post:.....

b) Date appointed to it:.....

c) Schedule of Duty

6. Present Scale and Salary.....

7. Date of next increment.....

8. Educational qualification(s).....

9. i) Job Performance:

<i>Job Performance Characteristics</i>	<i>Poor</i>	<i>Fair</i>	<i>Satisfactory</i>	<i>Very Good</i>	<i>Out-standing</i>
a) Quality of Work					
b) Knowledge of work					
c) Performance under stress					
d) Initiative					
e) Adaptability					
f) Resourcefulness					
g) Co-operation					
h) Job Presence					
i) Administrative ability					
j) Attitude to work					

Note: Please turn overleaf for explanation of Job Performance Characteristics (See p.4)

ii) Loyalty to the Institution: *Comment*.....

.....

10. Health Record:

<i>Period of Sick Leave</i>		<i>No. of Days</i>
<i>From:</i>	<i>To:</i>	

11. Courses undertaken during period of report

12. Overall grading for personal qualities and performance of duties during period covered by the report:

- | | | |
|----------------|--|--------|
| 1. OUTSTANDING | Exceptional in personality, capacity and performance | Yes/No |
| 2. VERY GOOD | A very able and effective Officer | Yes/No |
| 3. GOOD | An efficient Officer | Yes/No |
| 4. FAIR | Performs duties moderately | Yes/No |
| 5. POOR | Definitely not up to the duties of the grade | Yes/No |

13. Training Needs:

- a) Will performance or potential be improved by training?.....
- b) If not, suggest another way to improve performance.....
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14. Next posting at the same Level.

- a) Should be considered for a different posting at the same grade.....
- b) Transfer to a schedule at similar level in another area.....

15. Promotability:

- a) Normal promotion: Well fitted; fitted; not fitted; comment.....
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- b) Special promotion: He should be specially considered for promotion to.....
-Grade, Give reasons:.....
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-

16. Long term potential: (tick the appropriate box)

- a) At present, he/she has seems unlikely to progress further
- b) He/She has potential to rise about one grade, but probably no further
- c) He/She has potential to rise two or three grades
- d) He/She has exceptional potential

17. General Remarks

Please provide any additional relevant information, drawing attention to any particular strengths or weaknesses.

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.....
.....

He has served under me for the past..... years.

18. No. of queries during the year.....

19. Any pending disciplinary action?.....

20. Name and signature of Reporting Officer:.....

Name:.....Signature:.....

Post:.....Date:.....

21. Comments of Officer being reported upon:

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.....

22. Comments and Signature of Head of Department:

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EXPLANATION ON JOB PERFORMANCE CHARACTERISTICS:

- a) Quality of work – dependability of results, neatness and accuracy.
- b) Knowledge of work - utilizing training and experience, understanding importance of job to organization, understanding of mechanics of work performed
- c) Performance under stress - ability to work under stress and/meet deadlines
- d) Initiative - alert to opportunities for improvement, getting started without having to be told.
- e) Adaptability – flexibility, making adjustments to new or different conditions or types of work, versatility, ability to learn new responsibilities and/or adapt to new methods.
- f) Resourcefulness - ability to respond to problem situations without supervisory directions.
- g) Co-operation - teamwork, willingness to cooperate with and assist both supervisors and co-workers, ability to deal with others.
- h) Job presence - promptness, staying on the job, absenteeism.
- i) Administrative ability - work completed efficiently and on time; ability to organize work
- j) Attitude - accepts authority, policy, and criticism without resentment; loyal to the department, and fellow workers; pleasant to everyone in general outlook.