**CRAWFORD UNIVERSITY**

**FAITH CITY, IGBESA, OGUN STATE**

**PERIOD OF REPORT: FROM........................... TO...............................**

**STAFF NO:................................**

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**ANNUAL PERFORMANCE EVALUATION REPORT SENIOR NON-ACADEMIC STAFF**

**(TO BE COMPLETED BY MEMBERS OF STAFF)**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**UNIT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STATUS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART ONE**

1. Full Name: (**Surname First**) .............................................................................
2. Date of Birth: ..........................................................
3. Marital Status: Married, Single, Separated or Divorce ..................................
4. Nationality: ......................................................................................................
5. College/Department/Institute: ........................................................................
6. Date of First Appointment: ..............................................................................
7. Post of First Appointment: ..............................................................................
8. Nature of Appointment (Permanent, Contract, Temporary): .........................
9. Date of Confirmation (Where applicable): ....................................................
10. Date of Last Promotion/ Appointment: ...........................................................
11. Date of Grade of Current Appointment (If different from (6) above): ...........
12. Present Salary #..........................................................
13. **Qualifications**
14. **Academic:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree (s)** | **Class of Degree** | **Institution** | **Date of Award** |
|  |  |  |  |
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1. **Professional Qualification/ Membership of Recognized Professional Bodies**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Awarding Body** | **Date of Award** |
|  |  |  |
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**(c) Computer Literacy**

|  |  |  |
| --- | --- | --- |
| **Professional Certificates** | **Awarding Body/Society** | **Date of Award** |
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1. **IN-SERVICE COURSE UNDERTAKEN/SHORT TERM SEMINAR/ WORKSHOPS ATTENDED WITHIN THE LAST TWELVE MONTHS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Course/ Workshop Title** | **Institutions/ Organising Bodies** | **Duration** | **Award** |
|  |  |  |  |  |
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1. **STATE THE TYPE OF IN-SERVICE TRAINING YOU STILL NEED FOR IMPROVED PRODUCTIVITY**

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1. **(a)** Did you and the person reported upon agreed on the main duties performed and the order of importance. (If not, please discuss the changes with the staff and record any unresolved differences here)

**(b)** State any ad-hoc duties performed which are not of a continuous nature. State as well the period of the schedule:

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**(C) Is the most effective use being made of your capability in your present job? Do you think that your abilities could be better used in your present job or in another kind of job?**

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1. **Enumerate the main problems you encountered in the performance of your duties in the last twelve (12) months and proffer possible solutions**

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1. **ENUMERATE YOUR MAJOR FUNCTIONS DURING THE PERIOD UNDER REVIEW**

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1. Action Required (As applicable): I hereby apply for the Confirmation of my Appointment/ Annual Increment/ Promotion **( Underline as appropriate)** having properly studied the required criteria

Signature:**...........................................................** Date:**..........................................................**

**PART TWO**

**(To be completed by Reporting Officer)**

1. **OBJECTIVE AND MEASURABLE CRITERIA (OMC) FOR THE EVALUATION OF ADMINISTRATIVE AND TECHNICAL STAFF**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **PERFORMANCE INDEX** | **QUANTITATIVE INTERPRETATION** | **ACTION REQUIRED** | **MARKS OBTAINABLE** | **MARK OBTAINED** |
| 1. | Academic Qualification | * 1st Class BA/B.Sc./HND Distinction -5 * 2.1 BA/B.Sc./Upper   Credit HND -4   * 2.2 B.A/B.Sc./ Lower Credit HND -3 * 3rd Class B.A/B.Sc. -2 * B.A/B.Sc. Pass/Pass   HND -1   * People with lower qualification but promoted from Junior to Senior Cadre with basic qualification -2 * People with lower qualification but promoted from Junior to Senior Cadre with additional qualification -3 | Personnel to provide evidence | 5 |  |
| 2. | Punctuality | * Never absent/late -5 * Absent/late 20% of   the time -4   * Absent/late 40% of   the time -3   * Absent/late 60% of   the time -2   * Absent/late 80% of   the time -1 | Vetting of Time-Book at least four times a month by RO.  Assessor/HOU to produce evidence | 5 |  |
| 3. | Membership of Professional Associations | * Fellow/Council Members -5 * Member (Certified) -4 * Associate -3 * Student Member -2 * Non-Member -1 | Certified evidence to be provided by the Assessee | 5 |  |
| 4. | Length of Service | * 21 years and above -5 * 16-20 years -4 * 11-15 years -3 * 6-10 years -2 * Less than 1-5 years -1 | Personnel/RO to provide evidence | 5 |  |
| 5. | Resourcefulness | * Receive commendation -5 * No query received -4 * 1 query received -3 * 2 query received -2 * Warning/Suspension -1 | Personnel/RO/Assessor to provide evidence | 5 |  |
| 6. | Quality of Written Work/ Cataloguing/ Practical/Numeracy | * Excellent output -5 * Very good presentation -4 * Good output -3 * Fairly good -2 * Lw quality output -1 | RO/Assessor to monitor regularly. | 5 |  |
| 7. | Dressing/Physical Presentation in Relation to Schedules | * Excellent Presentation -5 * Very good presentation -4 * Good presentation -3 * Fair presentation -2 * Poor presentation -1 | RO/ Assessor to monitor regularly | 5 |  |
| 8. | Diligence/ Attitude to Work | * Outstanding -5 * Very hardworking -4 * Hardworking -3 * Fairly hardworking -2 * Not hardworking -1 | Personnel/RO/Assessor to provide evidence of attendance and effectiveness at meetings/at work. | 5 |  |
| 9. | Supervision/Coordination | * Extremely effective -5 * Very effective -4 * Effective -3 * Fairly effective -2 * Not effective -1 | Evidence of effectiveness of assessee at group work.  RO/Assessor to justify. | 5 |  |
| 10 | Foresight | * Display a very high level   Of initiative and drive -5   * High level of initiative   And drive -4   * Moderate level of initiative and drive -3 * Low level of initiative   and drive -2   * Very passive -1 | Evidenced by suggestions made/opinions contributed at meetings/work | 5 |  |
| 11 | Mentoring | * Very effective -5 * Effective -4 * Fairly effective -3 * Not effective -2 * Extremely in-effective -1 | Applicable to those who superintend/ supervise other staff. | 5 |  |
| 12 | Dependability | * Completely trustworthy & Dependable -5 * Very dependable -4 * Dependable -3 * Fairly dependable -2 * Not dependable -1 | RO/Assessor to provide evidence | 5 |  |
| 13 | Trainability | * Excellent potentials/   Willingness to learn -5   * Very High Potentials -4 * High Potentials -3 * Fair Potentials -2 * Low Potentials -1 | RO/Assessor to provide evidence | 5 |  |
| 14 | Clientele Relationship | * Extremely courteous -5 * Very courteous -4 * Courteous -3 * Fairly courteous -2 * Not courteous -1 | RO/Assessor to provide evidence of complaint | 5 |  |
| 15 | Team Work | * Very effective team-   player -5   * Effective team-   player -4   * Fairly team-player -3 * Just a team player -2 * Not a team player -1 | RO/Assessor to provide evidence/justification | 5 |  |
| 16 | Support for the system | * Extremely committed   (going the extra mile) -5   * Highly committed -4 * Committed (to doing   Just the minimum) -3   * Fairly committed   (doing just the minimum) -2   * Not Committed -1 | Evidence of extra time, material support to the system, willingness to take extra responsibility, even at short notice.  HOU/Assessor to justify. | 5 |  |
| 17 | ICT Compliance | * Highly dexterous at   Use of ICT tools -5   * Good at ICT tools -4 * Average knowledge of   ICT tool -3   * Low interest in ICT   Tools -2   * La k of interest -1 | Assessor/RO to provide evidence. | 5 |  |
| 18 | Work Attitude Under Pressure | * Extremely capable   Under pressure -5   * Highly capable -4 * Capable -3 * Fairly capable -2 * Not capable -1 | Assessor/RO to justify | 5 |  |
| 19 | Versatility | * Extremely versatile -5 * Highly versatile -4 * Fairly versatile -3 * Versatile -2 * Not versatile -1 | Certified evidence to be provided by the assessee | 5 |  |
| 20 | Proficiency in Spoken English | * Extremely proficient -5 * Highly proficient -4 * Proficient -3 * Fairly proficient -2 * Not proficient -1 | Assessor/Ro to justify. | 5 |  |

* **Key -Reporting Officer (RO)**

TOTAL POINTS= \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERCENTAGE = **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART III**

1. **OVERALL GRADING FOR PERSONAL QUALITIES AND PERFORMANCE OF DUTIES DURING THE PERIOD UNDER REVIEW: (HEAD OF UNIT TO COMPLETE) (Tick as appropriate)**
2. Outstanding-Exceptional in personality, ability and performance. Yes No
3. Very Good - A very capable and effective officer. Yes No

1. Good - An efficient Officer. Yes No
2. Fair - Performs duties moderately. Yes No

[

1. Poor - Definitely not up to the duties of the grade Yes No

**OVERALL GRADING FOR PROMOTION**

CUNASS 6 -7 -55%

CUNASS 8 -9 -60%

CUNASS 11 -13 -65%

CUNASS 14 -15 -70%

For Annual Increment - 50%

1. **COMMENTS OF THE OFFICER BEING REPORTED UPON**

I certify that I have seen the contents of this report and that my Head of Unit has discussed them with me. I have the following comments on the report:

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Name/Signature of the Officer Date

Reported Upon

**PART IV**

1. **Promotability (Comment on your recommendation)**
2. Accelerated Promotion To the Grade of ............................

1. Normal Promotion To the Grade of ............................
2. **Other recommendations**
3. Recommended for Annual Increment only

1. Not Recommended for Promotion and Annual Increment
2. Confirmation of Appointment
3. **PRODUCTIVITY/MOBILITY/REDUNDANCY LEVEL**
4. Should be considered for a different posting at the same grade. Yes No
5. Transfer to a schedule at similar level in another area Yes No
6. Not productive any longer, declared redundant. Yes No
7. **LONG TERM POTENTIAL: (TICK the appropriate box)** Yes No
8. **GENERAL REMARKS BY THE REPORTING OFFICER (RO)**

He/ She served under me for the past ................................... years

NAME: .............................................................................................................

POSITION:......................................... SIGNATURE & DATE..................................

1. **COMMENTS OF THE HEAD OF UNIT:**

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**..........................................................................................................................................................**

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**..........................................................................................................................................................**

NAME:.**...........................................................................................................................................**

POSITION:**.....................................................**SIGNATURE & DATE:.**....................................**

1. **RECOMMENDATION OF THE REGISTRAR**

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1. **PERCENTAGE SCORE IN THE LAST TWO (2) YEARS**

YEAR (1)........................................... SCORE ...................................%

YEAR (II)........................................... SCORE ..................................%

Current Year Score ...........................................................................%

TOTAL SCORE/PERCENTAGE .............................................................%

1. **COMMENT OF THE A & PC ON THE QUALITY OF HOU’S ASSESSMENT**

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Date**..........................................................................**

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