

PART II

4. JOB DESCRIPTION / SCHEDULE OF DUTIES:

a. State below in order of importance, the main duty performed during the period of report:

- I.
- II.
- III.
- IV.

b. Has there been any joint discussion between you and your supervisor during the period covered by this Report: Yes/
No

c. State the various difficulties encountered in achieving the set target and the effort you and your supervisor put in to rectify them:

- I.
- II.
- III.
- IV.

d. What are the methods adopted by your supervisor to assist you in solving the difficult problems?

.....
.....
.....
.....

e. State any ad-hoc duties performed during the reporting year:

.....
.....
.....
.....

5. JOB PERFORMANCE:

Comment on duties performed during the period of this report:

a. Looking back on the past year, which jobs assigned to you do you think you have undertaken satisfactorily or unsatisfactorily in relation to those tasks / main duties performed during the period of reports?

.....
.....
.....
.....

b. What are the causes or reasons, personal or outside our control, to which you describe your success or lack of success.....

.....
.....

c. Is the most effective use being made of your capabilities in your present job? Do you think that your abilities could be better used in your present job or in another kind of job? If yes, state:

.....
.....
.....

6. Training Needs

Do you think that you need more training or experience to enable you to do your job better? If so, of what kind?

.....
.....
.....

Date & Signature of concerned Staff.....

7. Training Course/Seminars Attended since the last three years

	Types of Training/Seminars held	Where the Training/Seminar was held	Period of Training/Seminar	
			From	To
(i)				
(ii)				
(iii)				
(iv)				

In what ways has the past training/seminar impacted on your performance and productivity?

.....

PART III

(To be completed by the Reporting Officer under whom the Officer has been serving during the year)

8. Assessment of Performance

Did you and the person reported upon agree on main duties performed and the order of importance? YES/NO. (If not, please discuss the changes with him and record any unresolved differences here)

.....

9. Aspects of Performance

In assessing performance, you are to consider some or all of the following aspects and comment on as well as assess them separately. Each aspect is described in terms of “Outstanding (5) down to Poor (1)”. The three intermediate ratings (4, 3 and 2) represent behaviour between these extremes as generally described in the notes.

Rating ‘5’ or ‘1’ should be given if you believe it is a true statement. Either of the rating however, must be supported in writing.

If you feel that an aspect of performance not in the lists under Sub-Section (1) to (V) calls for special comments mention it at the end of the relevant Section.

(1) Job Assessment/General Ability

Assess objectively how the officer has performed his tasks

	5	4	3	2	1
(a) How well he/she understands, organizes and does his/her tasks					
(b) How well he/she applied his/her professional /technical/administrative or any other acquired knowledge.					
(c) How much work he/she was able to accomplish within a set-time frame					
(d) Judgment (quality of his/her decision and contribution)					
(e) Work-speed and accuracy					

Max Score indicated = 25

Effectiveness of Communications

		10	8	6	4	2
(a)	Written Expression					
(b)	Oral Expression					

Max Score indicated = 20

Human Relations

		10	8	6	4	2
(a)	Relationship with staff					
(b)	Relationship with Public					
(c)	Relationship with superiors					

Max Score Indicated =30

Work Output

		5	4	3	2	1
(a)	Quality of Work					
(b)	Productivity					
(c)	Effective use of figures/other data					
(d)	Initiative					

Max Score Indicated = 20

Please justify the grading (include critical incidents)

.....

(II) Character Traits

In assessing character traits, consideration should be given to:

		5	4	3	2	1
(a)	Dependability					
(b)	Loyalty to the Organization					
(c)	Integrity					
(d)	Reliability under pressure					
(e)	Sense of responsibility					
(f)	Appearance					
(g)	Confidentiality					

Max Score
Indicated = 35

Please justify the grading (include critical incidents)

.....

.....

(III) Work Habits

		5	4	3	2	1
(a)	Punctuality at work					
(b)	Attendance at work					
(c)	Drive and Determination					
(d)	Resource Utilization					
(e)	Attendance at meetings					

Max Score
Indicated = 25

Please justify the grading (include critical incidents)

.....

.....

(IV) Rewards and Sanctions

Staff received the following during the period covered by the report

	Score
Commendation for excellent performance	10
No query	6
Verbal warning	2
Written Warning	1
Suspension	0

Max Score
indicated = 10

Give details of commendation received by the officer, if any, during the period of the report?

.....

Give details of query, warning and suspension, if any?

.....

(IV) Leadership Attainment

		5	4	3	2	1
(a)	Does he/she encourage subordinates to define agreed standards and measures for effectiveness before hand?					
(b)	Does he/she encourage and train subordinate and avoid late assessment of goals					
(c)	Does he/she show good example in terms of punctuality, efficiency and high degree of responsibility in whatever he/she does?					
(d)	Does he/she make suggestions for changes/adjust methods/procedures that significantly contribute to work of associates/subordinates?					

Max Score Indicated = 20

10. Overall Assessment

From the above assessments indicate the overall performance of his/her duties by ticking the appropriate column below. Then insert the actual score in the box on the right.

Job category A

(Works and Physical Planning, Technical Staff, Technologists, Quantity Surveyors, Medical Practitioners, CILPU, Laboratory Assistants, Health Centre)

Outstanding		10	Always recognizes and determines priorities, is accurate all of the time in the performance of assigned duties and has exceptional awareness of recent developments in the profession
Very Good		8	Largely recognizes and determines priorities, is accurate most of the time in the performance of duties and quite aware of recent developments in the profession
Good		6	Recognizes and determines priorities, is accurate in job performance, and generally aware of recent developments in the profession
Fair		4	Sometimes recognizes and determines priorities, manifests some accuracy in job performance and is moderately aware of recent developments in the profession
Unsatisfactory		2	Seldom recognizes and determines priorities, has little accuracy in job performance and is unaware of recent developments in the profession

Max = 10

Job category B

Computer center, Accounting staff, Executive Officers, Administrative Officers

Outstanding		10	Exceptionally effective and accurate in the performance of duties, made maximum contributions to the work of the department
Very Good		8	Very effective and accurate in the performance of duties, and made exciting contributions to the work of the department
Good		6	Effective and accurate in the performance of duties, and made good contributions to the work of the department
Fair		4	Fairly effective and accurate in the performance of duties, and made some contributions to the work of the department
Unsatisfactory		2	Ineffective and inaccurate in the performance of duties, and made no contribution to the work of the department

Max = 10

**Job Category C
Security, Coaching, Porters**

Outstanding		10	Extremely fast and accurate in response to requests for services, and recorded no complaints
Very Good		8	Very fast and accurate in response to requests for services, and recorded very few complaints
Good		6	Fast and accurate in response to requests for services, and recorded few complaints,
Fair		4	Moderately fast and accurate in response to requests for services, and recorded some complaints
Unsatisfactory		2	Extremely slow and inaccurate in response to requests for services, and recorded several complaints

Max = 10

**Job Category D
Library, Radio, Press, Creative Arts Staff, Entrepreneurship**

Outstanding		10	Outstandingly creative, accurate and professionally competent
Very Good		8	Very creative and accurate and professionally competent
Good		6	Creative, accurate and professionally competent
Fair		4	Moderately creative, accurate and professionally competent
Unsatisfactory		2	Very little creativity and accuracy, lacks professional competence

Max = 10

TOTAL POINTS = _____
195

PERCENTAGE = _____

11. Training Needs

Indicate training needs necessary to improve the performance or potential of the officer?

.....
.....

12. General Remarks:

Please provide any additional relevant information here drawing attention to any particular strengths or weaknesses?

.....
.....

13. Do you suggest the officer for?

- a. A different job in the same grade? YES/NO
- b. Transfer to a job at similar level in another occupational group or cadre? YES/NO

If you have answered YES to the above question, say which kind of job and give reasons below:

.....

.....

.....

14. Promotability

Judging from the overall performance of this member of staff during the period covered by this Report, do you find him/her?

	<i>NOTE Tick as appropriate</i>	
(a)	Eligible for promotion	
(b)	Eligible for confirmation	
(c)	Recommended for increment only	
(d)	Satisfactory performance	
(e)	To obtain more qualifications/experience before the next promotion	
(f)	Recommended for training	
(g)	Has reached the end of present career structure, otherwise, a good candidate for promotion	
(h)	To be transferred to a different job after the training	
(i)	Unsatisfactory	
(j)	To be counseled	
(k)	To be reprimanded	
(l)	To lose annual increment	
(m)	Grossly unsatisfactory	
(n)	To be reduced in rank	
(o)	To face a misconduct panel	

.....
Signature

.....
Date

