

12. Qualifications with dates: state subjects and grade of passes where applicable

Name of institution	Duration		Qualifications obtained
	From	To	

13. Records of Service since joining the University (details of movement to be stated with dates)

Department	From	To	Post/Grade	Officer under whom you served

14. In-Service courses undertaken to date

Date	Course title	Institution	Duration	Award

15. State type of in-service training required

Course title	Institution	Duration

16. Records of Leave

(A) Total number of days absent on sick leave during the period covered by this report	From	To	No. of days
(i) Hospitalisation			
(ii) Treatment Received Abroad (where applicable)			

(iii) Sick Leave			
Total			
(B) Maternity Leave			
(C) (i) Annual Leave			
(ii) Casual Leave			
Total number of days spent on Annual/Casual Leave			

SECTION B

NATURE OF ASSIGNMENT DURING THE PERIOD

(To be completed by all Employees)

17. State your main duties during the period covered by this report

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18. What major difficulties did you encounter in the performance of your duties? Offer suggestions for the solutions

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19. State any other useful information peculiar to your duty during the period covered by this Report?

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**PART II ASSESSMENT BY
IMMEDIATE SUPERVISOR**

20. In assessing performance you are to consider some or all of the following aspects and assess them separately. Each aspect is described as a sample of behaviour that can be rated as outstanding (5) and down to poor (1)

I. OUTPUT OF WORK

CONTENT
Gets a great deal done with set-time frame
Gets through a lot of work
Output generally satisfactory
Does rather less than expected
Sloppish in output

II. QUALITY OF WORK

CONTENT	Score
Maintains very high standards; work is Virtually error proof	5
Maintains a high standard	4
Work is generally of good quality	3
Performance is uneven	2
Maintains consistently low standards at work, source of constant complaint	1

III. PUNCTUALITY

CONTENT
Regularly punctual at work
Always punctual at work
Punctual at work most of the time
Not Punctual at work most of the time
No regard for punctuality

IV. ACCEPTANCE OF RESPONSIBILITY

CONTENT	Score
Maintains very high standards; work is Virtually error proof	5
Maintains a high standard;	4
Work is generally of good quality	3
Performance is uneven	2
Maintains consistently low standards at work, source of constant complaint	1

V. RELIABILITY UNDER PRESSURE

CONTENT	Score
Performs completely under pressure	5
Performs reasonably well under pressure	4
Manages to cope under pressure	3
Seldom copes under pressure	2
Not reliable under pressure	1

VI. ABSENTEEISM

CONTENT	Score
Not absent throughout the year	5
Absent for 2days with excuse	4
Absent for 5days with excuse	3
Absent for 7days with excuse	2
Absent for more than 7days with excuse	0

VII. RELATIONSHIP WITH PUBLIC

CONTENT
Exceptionally effective in dealing with people
Generally tactful and effective in dealing with people
Gets on well with most people
Gets on well on occasions with people
Does not get on well with people

VIII. APPLICATION OF PROFESSIONAL/ TECHNICAL KNOWLEDGE (if applicable)

CONTENT	Score
Exceptionally proficient	5
Very proficient	4
Generally proficient	3
Not proficient	2
Deficient	1

IX. CARE OF EQUIPMENT MATERIALS

CONTENT	Score
Excellent	5
Good	4
Satisfactory	3
Needs to improve	2
Very poor	1

X. CONDUCT AND WORK AREAS

CONTENT	Score
Exceptionally peaceful, obedient and cooperative	5
Has excellent and pleasant disposition to all persons	4
Generally well-behaved and resourceful	3
Fairly satisfactory	2
Incorrigible and uncooperative	0

XI. **LOYALTY AND COMMITMENT TO THE UNIVERSITY**

XII. **SANCTIONS**

CONTENT	Score
Makes sacrifice all the time to get work done	5
Makes sacrifice most of the time to get work done	4
Makes sacrifice some of the time to get work done	3
Makes sacrifice occasionally to get work done	2
Unwilling to make sacrifice	1

**MINIMUM
SCORE OF**

60

CONTENT	Score
Commendation for excellent performance	5
No query	4
Verbal warning	3
Written warning	2
Suspension	1

TOTAL SCORE OBTAINED:

Give details of the commendation received by the office, if any, during the period of the report.

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Give details of query, warning, suspension, if any

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October 1 – March 31	April 1 – September 30	Total Points	Remarks
Score =	Score =		

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 Name of Reporting Officer

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 Signature of Reporting Officer

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 Designation of Reporting Officer

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 Date

EVALUATION OF PERFORMANCE

(To be completed by immediate supervisor or Head of Unit of employee on CONTISS 01-05)

22. State any training recommended for the improvement of this employee

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23. State any other useful information about the employee which is not covered by this Report.

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

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

27.

GENERAL REMARKS/OBSERVATIONS

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Name

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Date/Signature

DECLARATION

(Comments by the officer on whom the report is rendered not later than 48hours)

28. I, certify that I have seen the contents of this Report and that the Reporting Officer has discussed them with me. I have the following comments to make (if no comments, indicates o here under).

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Date:

Signature:

29.

DECLARATION BY HEAD OF DEPARTMENT

I, hereby declare that the above report has been written with the highest sense of responsibility and to the best of my judgment and with due regard to my conscience.

30. The Officer has served under me for years and months.

Signature:

Name in Block Letter:

Post Held: Grade

level:

Date: