**CRAWFORD UNIVERSITY**

**FAITH CITY, IGBESA, OGUN STATE**

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

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

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**ANNUAL PERFORMANCE EVALUATION REPORT JUNIOR 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. **Basic Academic Qualifications:**

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| --- | --- | --- | --- |
| **Basic Academic Qualification** | **Grades (if any)** | **Institution** | **Date of Award** |
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1. **Professional Qualifications:**

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| --- | --- | --- | --- |
| **Professional Certification** | **Category and Grade** | **Awarding Body** | **Date of Award** |
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1. **Computer Literacy**

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| --- | --- | --- |
| **Professional Certificates** | **Awarding Body/Society** | **Date of Award** |
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1. **RECORDS OF SERVICE SINCE JOINING THE UNIVERSITY ( DETAIL OF POSTING IN THE LAST 12 MONTHS**

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| --- | --- | --- | --- | --- |
| **Department** | **From** | **To** | **Post/Grade** | **Officer under whom you served** |
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1. **IN-SERVICE COURSE UNDERTAKEN/ SHORT TERM SERMINARS/ WORKSHOPS ATTENDED WITHIN THE LAST 12 MONTHS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Course/Workshops Title** | **Institution** | **Duration** (Date/Week/Months) | **Award** |
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1. **STATE THE TYPE OF IN-SERVICE TRAINING YOU STILL NEED FOR IMPROVED PERFORMANCE**

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

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1. **ENUMERATE THE MAIN PROBLEMS YOU ENCOUNTERED IN THE PERFORMANCE OF YOUR DUTIES IN THE LAST 12 MONTHS AND PROFER POSSIBLE SOLUTIONS**

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**PART II (TO BE COMPLETED BY THE HOU/HOD/ASSESSOR)**

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

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| --- | --- | --- | --- | --- | --- |
| **S/N** | **PERFORMANCE INDEX** | **QUANTITATIVE INTERPRETATION** | **ACTION REQUIRED** | **MARKS OBTAINABLE** | **MARK OBTAINED** |
| 1. | Basic Qualification | * OND -5 * SSC/WAEC?NECO Credits including English-4 * SSC 5 Credits without   English -3   * SSC attempt -2 * JSS III -1 | Personnel to provide evidence | 5 |  |
| 2. | Punctuality | * Never absent/late -5 * Absent/late 20% of   the time -4   * Absent/late 50% of   the time -3   * Absent/late 70% of   the time -2   * Absent/late 100% of   the time -1 | Vetting of Time-Book at least four times a month by RO.  Assessor/HOU to produce evidence | 5 |  |
| 3. | 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/HOU /HOD to provide evidence | 5 |  |
| 4. | Resourcefulness | * Receive commendation -5 * No query received -4 * 1 query received -3 * 2 query received -2 * Warning/Suspension -1 | Personnel/HOU/HOD/Assessor to provide evidence | 5 |  |
| 5. | Quality of Written Work/ Cataloguing/ Practical/Numeracy | * Excellent output -5 * Very good presentation -4 * Good output -3 * Fairly good -2 * Low quality output -1 | HOU/HOD/Assessor to provide evidence | 5 |  |
| 6. | Dressing/Physical Presentation in Relation to Schedules | * Excellent Presentation -5 * Very good presentation -4 * Good presentation -3 * Fair presentation -2 * Poor presentation -1 | HOU/HOD/Assessor to monitor regularly | 5 |  |
| 7. | Diligence/ Attitude to Work | * Outstanding -5 * Very hardworking -4 * Hardworking -3 * Fairly hardworking -2 * Not hardworking -1 | Personnel/HOU/HOD/Assessor to provide evidence of attendance and effectiveness at meetings/at work. | 5 |  |
| 8. | 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 |  |
| 9. | Dependability | * Completely trustworthy & Dependable -5 * Very dependable -4 * Dependable -3 * Fairly dependable -2 * Not dependable -1 | HOU/HOD/Assessor to provide evidence | 5 |  |
| 10. | Trainability | * Excellent potentials/   Willingness to learn -5   * Very High Potentials -4 * High Potentials -3 * Fair Potentials -2 * Low Potentials -1 | HOU/HOD/Assessor to provide evidence | 5 |  |
| 11. | Clientele Relationship | * Extremely courteous -5 * Very courteous -4 * Courteous -3 * Fairly courteous -2 * Not courteous -1 | HOU/HOD/Assessor to provide evidence of complaint | 5 |  |
| 12. | 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 | HOU/HOD/Assessor to provide evidence/justification | 5 |  |
| 13. | 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/HOD /Assessor to justify. | 5 |  |
| 14. | Effectiveness | * Greatly effective -5 * Very Effective -4 * Just Effective -3 * Not quite Effective -2 * Not Effective -1 | Measure by ability to achieve set objectives. Assessor/HOU/HOD to provide evidence | 5 |  |
| 15 | Serviceability | Effective on the job   * Extremely serviceable -5 * Very serviceable -4 * Serviceable -3 * Just serviceable -2 * Not serviceable -1 | Assessor/RO to justify | 5 |  |
|  | **TOTAL** |  |  | **75** |  |

**TOTAL POINTS = ......................................................**

**PERCENTAGE = ........................................................**

**OVERALL GRADING FOR PROMOTION**

CUNASS 1 -3 -60%

CUNASS 4 -5 -70%

For Annual Increment - 50%

1. **( To be completed by the Supervisor/Head of Department)**

**(CONFIDENTIAL)**

**SUMMARY OF ASSESSMENT**

Very Effective Effective Fairly Effective

Perform Duty Moderately Definitely Ineffective

**PLEASE UNDERLINE ACTION RECOMMENDED**

(Confirmation of Appointment) (Promotion) (Degrading) (Conversion)

(Commendation) (Annual Increment)(Annual Increment with Warning)

(Increment to be deferred) (Increment to be withheld) (Termination of Appointment/Dismissal)

1. **GENERAL REMARKS BY THE REPORTING OFFICER**

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1. **COMMENTS OF STAFF REPORTED UPON**

**I certify that I have read this evaluation of my performance for the period under review. Agree /disagree with the evaluation. The comments are as follows:**

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Name/Signature Date

1. **OVERALL ASSESSMENT GUILDELINES**
2. Ripe for promotion
3. Ripe for confirmation of appointment
4. Recommended for Annual Increment only
5. To be commended ( Supported with documentation)
6. Has reached end of present career structure
7. To be transferred to a different job after training
8. Unsatisfactory performance
9. To be counselled
10. To be reprimanded
11. To lose annual increment
12. Highly unsatisfactory performance
13. To be reduced in status
14. Appointment to be terminated
15. To be dismissed from service
16. **REMARKS/ OBSERVATION BY THE HEAD OF DEPARTMENT**

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

**POSITION:.................................................**

**SIGNATURE/DATE...............................................**

1. **COMMENTS OF THE A& PC (JUNIOR) ON THE QUALITY OF HOU’S ASSESSMENT**

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**DATE.................................................................**

**Notes**

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