

UNIVERSITY OF ILORIN TEACHING HOSPITAL
P.M.B .1459, ILORIN.

ANNUAL PERFORMANCE EVALUATION REPORT

PERIOD OF REPORTS FROM..... TO.....

PART ONE

PERSONAL RECORDS OF EMPLOYEE

[To be completed by officers on EUSS 01 and above]

1. Name of officer.....
[Surname] [Forenames]

2. Date of birth...../...../.....Place of birth.....Nationality.....

3. Department [indicate Section/Division].....

4. Qualifications held [Degree, Diploma, Certificate etc with dates] underline those acquire during period of report.....

5. Date of first appointment into the service.....

Date of confirmation of appointment.....

6. Substantive grade on first appointment.....

7. Present substantive grade.....

8. Date appointed on substantive grade.....

9. Acting appointment held during period of report: indicate the portion (to the nearest month) of the period spent in grade.....

10. Course undertaken during period of report: (If any.....

11. Total number of days absent during period of report.....

12. Present job description:

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

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

b. State ad hoc duties performed which are not of a continuous nature:

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

PART TWO

13. To be completed by reporting officer

Do you and the person reported upon agree on the job description and the order of importance (if not, please discuss the changes with him and record any unresolved different here)

14. Assessment of performance:

How effective is he/she in the performance of the duties set out in 12 (a)? What is needed here is an indication for each of the duties in 12(a) of how far he/she has achieved the required results).

15. Aspect of performance:

In assessing performance you have already considered some or all of the following aspects; would you now comment on and assess the aspect separately. Each aspect is described in term of outstanding (A) and unsatisfactory performance (E). The three intermediate ratings (B, C, D) represent behavior between these extremes.

Rating 'A' or 'E' should be given if you believe it is a generally true statement that could be supported, if necessary by specific occurrences.

If you feel an aspect of performance not in the list calls for special comment, mention it at the end.

		A	B	C	D	E	
(a) Foresight	Anticipates problems and develops solution in advance						Grapples with problems after they arise.
(b) Penetration	Get straight to the roots of a problems						seldom sees below the surface of a problem
(c) Judgement	His decision or proposals are consistently sound						Poor perception of relative merit or feasibility in most situations.
(d) Expression on paper	Always cogent, clear and well set out						ambiguous, clumsy and obscure
(e) Oral expression	put his points across convincingly and Concisely.						Find difficulties in expressing himself.
(f) Numerical ability (if applicable)	Accurate in the use and interpretation of figures						Get confused with figures
(g) Relation with colleagues	Sensitive to other peoples' feelings. Tactful and understanding of personal problems; earns great respect.						Ignores or belittles other peoples feeling; intolerant does not earn respect.
(h) Relations with the public	Exceptionally effective in dealing with people Of all types.						Tactless and cannot deal with the public.
(i) Acceptance of responsibility	seeks and accept responsibility at all time						Avoid responsibility; will pass it on when possible
(j) Reliability under pressure	performs competently under						Easily thrown off balance; Not reliable even under normal circumstances.
(k) Drive and Determination	Wholehearted application to task; Determined to carry task through to the end						Lacks determination; easily baulked by minor setbacks.
(l) Application of professional/technical knowledge (if applicable)	Highly proficient in the practical application of professional/technical knowledge.						Deficient in applying professional/ technical knowledge to practical issues.
(m) Management of staff(if applicable)	Organises and inspired staff to give to their best						Inefficient in the use of staff; engenders low morale
(n) Output of work	Gets a great done within a set of time frame.						Sloppish in output.
(o) Quality of works	Maintains very high standard; work id virtually error proof						Maintains consistently low standard of work, source of constant complaint.
(p) Punctuality	Regularly punctual at work						No regard for punctuality

Indicate overall performance of duties by ticking the appropriate box below. (The assessment should reflect performance actually achieved in the circumstances which prevailed)

Outstanding	Exceptional effective	1	<input type="checkbox"/>
Very Good	More than generally effective but not positively outstanding	2	<input type="checkbox"/>
Good	Generally effective	3	<input type="checkbox"/>
Fair	Perform duties moderately well and without	4	<input type="checkbox"/>
Unsatisfactory	Definitely ineffective and not up to the duties	5	<input type="checkbox"/>

I certified that I have seen the contents of this report and that my superior has discussed them with me. I have the following comment to add.

Signature of officer reported on..... Grade level.....

Job title..... Date.....

PART THREE

16. Training needs

(In completing this section you should take account of any views expressed by the person reported on)

- (a) If, as a result of the assessments made earlier in the report, you should consider that performance or potential could be improved by training, please specify the needs.
- (b) If they cannot be met by training on the job, please suggest, if possible, in which way they might be met.

17. Next job at the same level

(In completing this section, you should take account of any views expressed by the person reported on) Should be considered during the next year 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 either question, say which kind of a job and give your reasons below:

18. Promotability

(a) Normal promotion
He is at present

well fitted

or fitted

or Not fitted

for promotion to

1

2

(Grade)

3

Comment your recommendation:

(b) Special promotion (i.e. selection for training grades, grade skipping or promotion into another occupational group or cadre)

He should be specially considered for promotion to.....
(Grade)

Give the reasons for your recommendation:

*Delete which is not applicable

19. Long term potential

at present, he seems

Unlikely to progress further

1

or to have potential to rise about one grade but probably no further

2

or to have potential to rise two or three grades

3

or to have exceptional potential

4

20. General Remarks

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

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

Signature.....Grade.....Date.....

Name in block letters.....

PART FOUR

21. Countersigning Officer's Report

You should confirm that you agree with the reporting officer's assessment, or indicate in the foregoing sections any disagreements which may remain after discussing them with him. You should also indicate how frequently you have the work of the person reported on. Add any further relevant comment, including whether any of the assessments in the report have been brought to the attention of the person reported on.

22. General Remarks

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

He has served under me for the past.....Years.....Months
Signature.....Grade.....Date.....
Name in block letters.....