



FEDERAL UNIVERSITY, OTUOKE

BAYELSA STATE

Annual Appraisal/Confirmation of Appointment (Junior Staff)

PART 1 (To be completed by staff being Appraised) 202..... 202.....

1.0 PERSONAL DATA:

1.1 Name in full:

1.2 Post on First Appointment:

1.3 Status on Appointment:

1.4 Date of Assumption of Duty:

1.5 Designation of First Appointment:

1.6 Present Status:

1.7 Unit (*where applicable*) section/Division/Department/Faculty/Institute Post to during the last 12 months

(i) Date:

(ii) Date:

(iii) Date:

1.8 Present posting:

1.9 Last Change in Status (*indicate new status & specify whether by promotion, conversion, re grading or re-designation*) in the University with date:

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1.10 Effective Date of Change in Status:

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1.11 Date of Confirmation of Appointment:

(Attach Letter of confirmation of Appointment)

1.12 Qualifications (*indicate as 'new' those obtained during the reporting period*)

S/N	CERTIFICATE	GRADE	DATE OBTAINED	AWARDING BODY	REMARKS



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1.13 Qualification required for the next post:

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1.14 In service Training Attended since Appointment/ Last promotion/Re grading (specify, date)

(i)

(ii)

(iii)

2.0 SERVICE WITHIN THE PERIOD

2.1 Disciplinary action(s) if any received by the staff during the reporting period

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2.2 Schedule of Duties in the University during the Reporting Period (give brief description)

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2.3 Achievement during the Reporting Period

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2.4 Relevant University Community Activities in the Reporting Period

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2.5 Describe your Relationship with the following:

(i) Your Senior Officers Very Good/Good/Satisfactory/Non-satisfactory

(ii) Your Colleagues Very Good/Good/Satisfactory/Non-satisfactory

(iii) Staff working under you Very Good/Good/Satisfactory/Non-satisfactory

2.6 Other information that may assist the Committee in determining your suitability for promotion, if you are eligible to be considered

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Signature of staff..... Date.....



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Part II (To be completed by the Supervisor Officer)

1.0 ASSESSMENT OF ACTUAL PERFORMANCE

SECTION	S/N	DESCRIPTION	APPROVED MAXIMUM SCORE	SCORE BY THE SUPERVISOR
I		Quality of Work/General Ability		
	1	Competence on and understanding of the Job	5	
	2	Work Speed and Accuracy	5	
	3	Initiative, creative ability and concern to produce result	5	
	4	Ability to accept and effect corrections/instruction	5	
II		Work Habit		
	5	Punctuality at work	5	
	6	Availability at place of work	5	
	7	Drive and determination	5	
	8	Resource utilization	5	
III		Character traits		
	9	Commitment to the organization	5	
	10	Honesty	5	
	11	Reliability under pressure	5	
	12	Appearance	5	
IV		Leadership Quality		
	13	Ability to work unsupervised	5	
	14	Ability to work with equals	5	
	15	Ability to work with supervisor	5	
	16	Ability to communicate	5	
	17	Maturity and judgement	5	
	18	Relationship with other Staff	5	
	19	Relationship with the public	5	
	20	Attitude to authority	5	
	TOTAL		100	

Note: the rating scale for the performance assessment is as follows:

- A(5) = Outstanding = Exceptionally good, shows great promise for the future
- B(4) = Very Good = The performance went far beyond the minimum expected of the grade, and shows considerable promise for the future
- C(3) = Good = The performance was above the minimum expected of the grade
- D(2) = Satisfactory = The performance reached is expected of the grade
- E(1) = Unsatisfactory = Below the standard expect of the grade.



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PART III General Comments on Staff Performance

A. Comments by supervisor;

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NAME OF (*SUPERVISOR*):

Signature: Date:

B. Comment by the Assessed:

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Name: Signature: Date:

C. Overall assessment by Head of Department:

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Has any adverse comments been brought to the attention of the staff?
Yes No

D. Comment/ protest by the staff being appraised

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NAME OF (*Head of Department*):

Signature: Date:

E. Finding and Recommendations of Appraisal Panel

(i) Total Score:

(ii) Remarks:.....
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(iii) Recommendation:

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NAME (CHAIRMAN OF APPRAISAL PANEL):

Signature of staff: Date:

NOTE: For Academic Departments, Supervisor's column will be completed by the Head of Department while Head of Department's column will be completed by the Dean of Faculty of Director of Institute.