



**FEDERAL UNIVERSITY, OTUOKE**  
**BAYELSA STATE**

***Annual Appraisal/  
Assessment Form***

**(SENIOR PROFESSIONAL, ADMINISTRATIVE AND TECHNICAL STAFF)**



**Annual Appraisal/Assessment Form**  
(SENIOR PROFESSIONAL, ADMINISTRATIVE AND TECHNICAL STAFF)

**Part 1** *(To be completed by staff being Appraised)*

**1.0 PERSONAL DATA** **20...../20.....**

1.1 Name.....  
*(Surname first)*

1.2 Post on First Appointment: .....

1.3 Date of Assumption of Duty: .....

1.4 Designation on First Appointment: .....

1.5 Present Status: ..... CONTISS.....

1.6 Unit (where applicable) section/Division/Department/Faculty/Institute posted to during the past 12 months.

i. ....

ii. ....

iii. ....

1.7 Present posting: .....

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

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

1.9 Effective Date of Change in Status: .....

1.10 Date of Confirmation of Appointment: .....

1.11 Qualification *(indicate as 'new' those obtained during the reporting period)*

S/N	Degree, Diploma, Certificate	Class of qualification	Date issued	Awarding institution	Remarks

1.12 *Qualification Required for the Next Post:* .....  
.....

1.13 In-Service Training Attended since Appointment/Last Promotion/Regrading (specify date)

- i. ....
- ii. ....
- iii. ....

1.14 Membership of professional Bodies (state whether membership is by examination)

- 1.14.1 .....
- 1.14.2 .....
- 1.14.3 .....

1.15 Position(s) held during the reporting period:

.....

.....

.....

.....

.....

1.16 Indicate (in summary) the goals and objectives of your present schedule of duties within your department overall objectives.

- 1.16.1 .....
- 1.16.2 .....
- 1.16.3 .....

1.17 Schedule of duties in the University During the Reporting period (*give brief description*)

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.....

.....

1.18 Which University activities do you think you performed exceptionally well during the reporting period?

.....

.....

.....

1.19 Were there any University activities you performed not very satisfactory? Yes  No

1.20 If yes then list and give the reasons

.....

.....

**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 other activities in the University outside normal schedule (*e.g Membership of Committees responsibilities held/special assignments etc*)

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

2.3 Achievement During the Reporting Period

.....  
.....

2.4 Relevant University Community Activities in the Reporting Period

.....  
.....

2.5 Describe your relationship with the following:

- i. Yours senior officers - Very Good/Satisfactory/Non-Satisfactory
- ii. With your colleagues - Very Good/Satisfactory/Non-Satisfactory
- iii. With staff working under you - Very Good/Satisfactory/Non-Satisfactory

2.6 State other information that may assist the committee in determining your suitability for promotion if you are eligible to be considered.

.....  
.....

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



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**Part 1 (To be completed by supervising Officer of the Staff)**

**SECTION 1**

S/N	DESCRIPTION	APPROVED MAX. SCORE	SCORE BY THE SUPERVISOR
<b>1</b>	<b>DILIGENCE/APPLICATION AND PERSONAL INVOLVEMENT ON THE JOB</b>		
i.	Integrity	3	
ii.	Attitude to Authority	2	
iii.	Punctuality & Regularity at work	3	
iv.	Written Expression	3	
v.	Oral Expression	3	
vi.	Appearance	3	
vii.	Accuracy Including Numerical Ability	2	
viii.	Ability to take on additional higher responsibility	2	
ix.	Reliability under pressure	3	
x.	Relationship with staff, students and the public	2	
xi.	Supervisory ability (organizing ability & staff management)	3	
xii.	Initiative, dynamism, result -orientedness	2	
xiii.	Foresight/Resourcefulness	4	
xiv.	Thoroughness in handling job	2	
xv.	Membership of relevant professional bodies	2	
xvi.	Judgment	2	
xvii.	Application of Guidelines, Rules, Regulations and Professional Work Procedures	4	
<b>TOTAL</b>		<b>45</b>	

**SECTION II**

S/N	DESCRIPTION	APPROVED MAX. SCORE	SCORE BY THE SUPERVISOR
<b>2</b>	<b>ON JOB PERFORMANCE</b>		
i.	Quality of output	4	
ii.	Quality of work	4	
iii.	Competence on the present post	4	
iv.	Promise of improving performance	3	
v.	Ability to accept and effect correction/instruction	3	
vi.	Encouragement and training of subordinates to avoid delay in actualization of goas/targets.	2	
<b>TOTAL</b>		<b>20</b>	

**SECTION III**

S/N	DESCRIPTION	APPROVED MAX. SCORE	SCORE BY THE SUPERVISOR
<b>3</b>	<b>OTHER REQUIREMENTS FOR THE JOB</b>		
i.	Understanding of the University system	3	
ii.	Organizing ability and staff management	2	
iii.	Written test	30	
<b>TOTAL</b>		<b>35</b>	



**GENERAL COMMENTS ON STAFF PERFORMANCE**

(SENIOR PROFESSIONAL, ADMINISTRATIVE AND TECHNICAL STAFF)

**A. Comments by supervisor:**

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

NAME OF (*SUPERVISOR*): .....

*Signature of supervisor:* ..... *Date:* .....

**B. State Reaction to Supervisor's Comment:** .....

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.....

**C. Overall comment and assessment by Head of Department:**

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.....  
.....

Has any adverse comments been brought to the attention of the staff?

Yes  No

NAME OF (*Head of Department*): .....

*Signature of HOD :* ..... *Date:* .....

**D. Findings and recommendations of appraisal panel**

i. Total Score: .....

ii. Remarks:.....  
.....  
.....

iii. Recommendation: .....

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.....  
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NAME OF APPRAISAL COMMITTEE'S CHAIRMAN: .....

Signature of HOD: .....

Date: .....