

Ref No.:.....



# UNIVERSITY OF LAGOS STAFF SCHOOL

## Annual Performance Evaluation Report BOARD STAFF (BOARD STAFF SALARY SCALE)

Period of Report	
From: June, 2024	To: May, 2025

### PART I

#### PERSONAL RECORD OF SERVICE

(To be completed by the Officer being reported upon)

Please complete this form carefully. Any improper completion, wrong or inaccurate information may disqualify you from consideration for confirmation of appointment, promotion, and may lead to disciplinary action.

#### 1. Full Name of Officer (Block Letters):

\*Dr./Mr./Mrs./Miss:.....

Surname

Forenames

\*(Delete whichever is not applicable)

#### 2. Faculty/College: EDUCATION

Department: STAFF SCHOOL, AKOKA

#### 3. (A) Personal Particulars

(i) Date of Birth (dd/mm/yy):
(ii) Date of First Appointment:
(iii) Post/Grade of First Appointment:
(iv) Date of Confirmation:
(v) Present Post:

(vi) Date Appointed to Present Post:
(vii) Current Grade Level and Step:
(viii) Functional GSM:
(ix) E-mail Address:
(x) Current Home Address:

(B) Academic or/Professional Qualifications (CERTIFICATES MUST BE ATTACHED)	Year Obtained
(i)	
(ii)	
(iii)	
(iv)	
(v)	

#### 4. Leave Records

(A) Total number of days absent on sick leave during the period covered by this Report	From	To	No. of days
(i) Hospitalization			
(ii) Treatment Received Abroad (where applicable)			
(iii) Sick Leave			
<b>Total</b>			
(B) Maternity Leave			
(C) (i) Annual Leave			
(ii) Casual Leave			
Total number of days spent on Annual/Casual Leave			42 DAYS

## PART II

### 5. Job Description

- (a) Stated below in order of importance the main duties performed in your job during the period of report.
- (b) Was there any joint discussion between you and your supervisor on how to accomplish the tasks?
- (c) Were you properly equipped professionally/technically/administratively to perform the jobs allotted to you.
- (d) In the light of (c) above, state the various difficulties encountered in carrying out your duties and the efforts you and your Supervisor put in to rectify them.
- (e) What were the methods adopted by your supervisor to assist you in solving the difficult problems?
- (f) Was there any periodic (three months, six months) review of your methods/techniques by your Supervisor to achieve the desired goals?  
.....
- (g) After the review, did your performance measure up to the prescribed standards set at the beginning of the year?
- (h) If the answer to (g) above is NO, state what solution or admonition was given for the shortcomings:  
.....  
.....
- (i) How did your performance relate to the total accomplishment of the goals set for your Faculty/College/Department/Unit and the vision of the University?
- (j) State any ad-hoc duties performed during the period, if any.
- (k) How did the performance of ad hoc duties affect your real duties?  
Positively (.....) Negatively (.....)  
  
If negative, did you bring this to the attention of your Supervisor?  
.....
- (l) State the period that you have been on the schedule of duty referred to in (a) above:  
From: To:
- (m) I have served over 6months under:  
From: Till date. The Head of Department:

6. **Training Course/Seminars Attended since the last three years**

	Types of Training/Seminar held	Where the Training/Seminar was held	Period of Training/Seminar	
			From	To
1.				
2.				
3.				
4.				
5.				

In what ways has the past training/seminar impacted on your performance and productivity?

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7. **Job Performance**

Comment on duties performed during the period of this report:

(a) Looking back on the past year, which jobs assigned to you do you think you have undertaken satisfactorily?

(b) i. What were the factors to which you ascribe your success?

ii. What were the factors to which you ascribe your failure?

(c) Based on your response to (a) and (b) above, include in not more than two-pages, a paper on your observations of current challenges facing the University and your suggestions on the way forward.

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(d) Do you think that you need more training or experience to enable you do your job better?

If so, what kind?

(e) Is the most effective use being made of your capabilities in your present job?

(f) Do you think that your abilities could be better used in your present job or in another kind of job?

(g) During the period of this report did you have job satisfaction? If not, what were the reasons?

(h) Any other comment on issues not mentioned above?

(i) Date Report was submitted to the Reporting Officer:

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## PART III

*(To be completed by the Reporting Officer under whom the Officer has been serving during the year)*

### 8. Assessment of Performance

Did you and the person reported upon agree on main duties performed and the order of importance?  
(If not, please discuss the changes with him and record any unresolved differences here).

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### 9. Aspects of Performance

In assessing performance you are to consider some or all of the following aspects and comment on as well as assess them separately. Each aspect is described in terms of “Outstanding (5) down to Poor (1)”. The three intermediate ratings (4, 3 and 2) represent behaviour between these extremes as generally described in the notes.

Rating ‘5’ or ‘1’ should be given if you believe it is a true statement. Either of the rating however, must be supported in writing.

If you feel that an aspect of performance not in the lists under Sub-Section (1) to (V) calls for special comments, mention it at the end of the relevant Section.

#### (1) Job Assessment/General Ability

Assess objectively how the officer has performed his tasks

	5	4	3	2	1
(a) How well he/she understands, organizes and does his/her tasks					
(b) How well he/she applied his/her professional/technical/administrative or any other acquired knowledge.					
(c) How much work he/she was able to accomplish within a set-time frame					
(d) Judgment (quality of his/her decision and contribution)					
(e) Work-speed and accuracy					

Max Score  
indicated = 25

#### Effectiveness of Communications

	10	8	6	4	2
(a) Written Expression					
(b) Oral Expression					

Max Score  
indicated = 20

#### Human Relations

	10	8	6	4	2
(a) Relationship with staff					
(b) Relationship with Public					
(c) Relationship with superiors					

Max Score  
indicated = 30

## Work Output

		5	4	3	2	1
(a)	Quality of Work					
(b)	Productivity					
(c)	Effective use of figures/other data					
(d)	Initiative					

Max Score  
indicated = 20

Please justify the grading (include critical incidents)

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## (II) Character Traits

In assessing character traits, consideration should be given to:

		5	4	3	2	1
(a)	Dependability					
(b)	Loyalty to the Organization					
(c)	Integrity					
(d)	Reliability under pressure					
(e)	Sense of responsibility					
(f)	Appearance					
(g)	Confidentiality					

Max Score  
Indicated = 35

Please justify the grading (include critical incidents)

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## (III) Work Habits

		5	4	3	2	1
(a)	Punctuality at work					
(b)	Attendance at work					
(c)	Drive and Determination					
(d)	Resource Utilization					
(e)	Attendance at meetings					

Max Score  
Indicated = 25

Please justify the grading (include critical incidents)

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## (IV) Rewards and Sanctions

Staff received the following during the period covered by the report

	Score
Commendation for excellent performance	10
No query	6
Verbal warning	2
Written Warning	1
Suspension	0

Max Score  
indicated = 10

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

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Give details of query, warning and suspension, if any

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#### (IV) Leadership Attainment

		5	4	3	2	1
(a)	Does he/she encourage subordinates to define agreed standards and measures for effectiveness before hand?					
(b)	Does he/she encourage and train subordinate and avoid late assessment of goals					
(c)	Does he/she show good example in terms of punctuality, efficiency and high degree of responsibility in whatever he/she does?					
(d)	Does he/she make suggestions for changes/adjust methods/procedures that significantly contribute to work of associates/subordinates?					

Max Score  
Indicated = 20

#### 10. Overall Assessment

From the above assessments indicate the overall performance of his/her duties by ticking the appropriate column below. Then insert the actual score in the box on the right.

#### Staff School Board Staff

Outstanding	10	Recorded less than 1 percent failure in the subjects/ practicals assigned, active in co-curricular activities and contributes maximally to the work of the department
Very Good	8	Recorded 2-3 percent failure in the subjects/practicals assigned, significant in co-curricular activities and contributes largely to the work of the department
Good	6	Recorded 4-5 percent failure in the subjects/ practicals assigned, good in co-curricular activities and contributes visibly to the work of the department
Fair	4	Recorded 6-7 percent failure in the subjects/practicals assigned, has some evidence of co-curricular activities and sometimes contributes to the work of the department
Unsatisfactory	2	Recorded over 7 percent failure in the subjects/practicals assigned, no evidence of co-curricular activities and contributes minimally to the work of the departments

Max = 10

TOTAL POINTS = \_\_\_\_\_  
175

PERCENTAGE = \_\_\_\_\_

**11. Training Needs**

Indicate training needs necessary to improve the performance or potential of the officer

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

**12. General Remarks**

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

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

**13. Do you suggest the officer 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 the above question, say which kind of job and give reasons below

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

**14. Promotability**

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

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

.....  
**Signature**

.....  
**Date**

**DECLARATION BY REPORTING OFFICER**

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.

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

Signature:.....

Name in Block letter:.....

Post Held:.....

Grade Level:.....

Date:.....