



**UNIVERSITY OF LAGOS  
AKOKA, LAGOS**

**END OF YEAR ANNUAL APPRAISAL FORM FOR  
EMPLOYEES – JUNIOR STAFF ON CONTISS 01 - 05**

Period of Report (2017/2018)	
From	To
April 1, 2018	September 30, 2018

**PART I**

**SECTION A: PERSONAL RECORD OF OFFICER**

(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.

- Name: .....  
(Surname) (Other names)
- Date of Birth (dd/mm/yy): .....
- Functional GSM: .....
- E- mail Address: .....
- Current Home Address: .....
- Faculty/College: ..... Department: ..... Unit: .....
- Date of First Appointment: .....
- Date of Confirmation of Appointment (where applicable): .....
- Date of last promotion/appointment and salary and grade: .....  
.....
- Date Posted to current Department/Unit: .....
- Present Annual Salary (Level and Step): .....
- Qualifications with dates: state subjects and grade of passes where applicable

Name of institution	Duration		Qualifications obtained
	From	To	

13. Records of Service since joining the University (details of movement to be stated with dates)

Department	From	To	Post/Grade	Officer under whom you served

14. In-Service courses undertaken to date

Date	Course title	Institution	Duration	Award

15. State type of in-service training required

Course title	Institution	Duration

16. Records of Leave

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

**SECTION B**

**NATURE OF ASSIGNMENT DURING THE PERIOD**  
(To be completed by all Employees)

17. State your main duties during the period covered by this report

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

18. What major difficulties did you encounter in the performance of your duties? Offer suggestions for the solutions

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

19. State any other useful information peculiar to your duty during the period covered by this Report?

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

**PART II  
 ASSESSMENT BY IMMEDIATE SUPERVISOR**

20 In assessing performance you are to consider some or all of the following aspects and assess them separately. Each aspect is described as a sample of behaviour that can be rated as outstanding (5) and down to poor (1)

**I. OUTPUT OF WORK**

CONTENT	Score
Gets a great deal done within a set-time frame	5
Gets through a lot of work	4
Output generally satisfactory	3
Does rather less than expected	2
Sloppish in output	1

□

**II. QUALITY OF WORK**

CONTENT	Score
Maintains very high standards; work is virtually error proof	5
Maintains a high standards	4
Work is generally of good quality	3
Performance is uneven	2
Maintains consistently low standards at work, source of constant complaint	1

□

**III. PUNCTUALITY**

CONTENT	Score
Regularly punctual at work	5
Always punctual at work	4
Punctual at work most of the time	3
Not Punctual at work most of the time	2
No regard for punctuality	1

□

**IV. ACCEPTANCE OF RESPONSIBILITY**

CONTENT	Score
Maintains very high standards; work is Virtually error proof	5
Maintains a high standards;	4
Work is generally of good quality	3
Performance is uneven	2
Maintains consistently low standards at work, source of constant complaint	1

□

V. **RELIABILITY UNDER PRESSURE**

CONTENT	Score
Performs completely under	5
Performs reasonably well under	4
Manages to cope under	3
Seldom copes under pressure	2
Not reliable under pressure	1

VI. **ABSENTEEISM**

CONTENT	Score
Not absent throughout the	5
Absent for 2 days with excuse	4
Absent for 5 days with excuse	3
Absent for 7 days with excuse	2
Absent for more than 7 days with excuse	0

VII. **RELATIONSHIP WITH PUBLIC**

CONTENT	Score
Exceptionally effective in dealing with people	5
Generally tactful and effective in dealing with people	4
Gets on well with most people	3
Gets on well on occasions with people	2
Does not get on well with people	1

VIII. **APPLICATION OF PROFESSIONAL/ TECHNICAL KNOWLEDGE (if applicable)**

CONTENT	Score
Exceptionally proficient	5
Very proficient	4
Generally proficient	3
Not proficient	2
Deficient	1

IX. **CARE OF EQUIPMENT MATERIALS AND WORK AREAS**

CONTENT	Score
Excellent	5
Good	4
Satisfactory	3
Needs to improve	2
Very poor	1

X. **CONDUCT**

CONTENT	Score
Exceptionally peaceful, obedient and cooperative	5
Has excellent and pleasant disposition to all persons	4
Generally well-behaved and resourceful	3
Fairly satisfactory	2
Incorrigible and uncooperative	0

XI. **LOYALTY AND COMMITMENT TO THE UNIVERSITY**

CONTENT	Score
Makes sacrifice all the time to get work done	5
Makes sacrifice most of the time to get work done	4
Makes sacrifice some of the time to get work done	3
Makes sacrifice occasionally to get work done	2
Unwilling to make sacrifice	1

XII. **SANCTIONS**

CONTENT	Score
Commendation for excellent performance	5
No query	4
Verbal warning	3
Written warning	2
suspension	1

**MAXIMUM SCORE OF 60**

**TOTAL SCORE OBTAINED:**

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

.....  
.....

Give details of query, warning, suspension, if any

.....  
.....

October 1 – March 31	April 1 – September 30	Total Points	Remarks
Score =	Score =		

.....  
Name of Reporting Officer

.....  
Signature of Reporting Officer

.....  
Designation of Reporting Officer

.....  
Date

### DECLARATION

(Comments by the officer on whom the report is rendered not later than 48 hours)

- 21. I certify that I have seen the contents of this Report and that the Reporting Officer has discussed them with me. I have the following comments to make (if no comments, indicate so hereunder).

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

Date: .....

Signature: .....

### EVALUATION OF PERFORMANCE

(To be completed by immediate supervisor or Head of Unit of employee on CONTISS 01-05)

- 22. State any training recommended for the improvement of this employee

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

- 23. State any other useful information about the employee which is not covered by this Report.

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

**PART III**  
**OVERALL ASSESSMENT BY DEPARTMENTAL COMMITTEE**

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

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

.....  
Committee Chairman

.....  
Date

**GENERAL REMARKS/OBSERVATIONS**

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27. He/She served under me for ..... years

Name: .....

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