

# **NATIONAL OPEN UNIVERSITY OF NIGERIA**

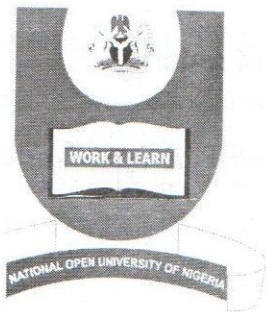
Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi Abuja

# CONFIDENTIAL



**NATIONAL OPEN UNIVERSITY  
OF NIGERIA**

**STAFF ANNUAL PERFORMANCE  
EVALUATION REPORT**



NATIONAL OPEN UNIVERSITY OF NIGERIA  
PERFORMANCE EVALUATION REPORT  
(TO BE COMPLETED BY A STAFF)

PERIOD OF REPORT: YEAR \_\_\_\_\_ STAFF ID NO \_\_\_\_\_

PART 1

PERSONAL RECORDS OF EMPLOYEE (To be completed by officers being appraised)

1. Name of Officer: Prof/Dr/Mr/Mrs/Miss (Delete which ever is not applicable)

Surname

Middle Name

First Name

2. Date of Birth  DAY  MONTH  YEAR

3. Date of first appointment into the University (NOUN) Service  
 DAY  MONTH  YEAR

4. Present Substantive Grade/Post/Date:.....

5. Date of Confirmation of Appointment:.....

6. Date of Last Promotion/up-Grading:.....

7. School/Centre/Department (Indicating Section/Division)  
.....

8. Period you have been in the School/Centre/Dept:.....

9. Qualifications held (Degree, Diploma, Certificate etc) (Underline those acquired during period of report).....  
.....

10. Acting Appointment held during period of report: Indicate the portion (to the nearest month) of the period spent on the Grade/Post:.....  
.....

11. Course/Training/Programme undertaken during the period of report  
 .....  
 .....  
 .....

12. Present Job:  
 Job Description or Title:  
 (a) State below in order of importance the key responsibilities of the present position performed during period of report:  
 .....  
 .....  
 .....  
 .....

(b) State any Community Service Performed/Letter of Commendation Received:  
 .....  
 .....  
 .....

(c) State any ad hoc duties performed which are not of a continuous nature:  
 .....  
 .....  
 .....

(d) List and rate (tick) the importance of the key responsibilities assigned to you during the period under review.

		RATING			
	Key Responsibilities	Critical	Highly Desirable	Low Importance	Level of Achievement A,B,C,D, orE

\* Please rank (A-Highest/E-Lowest)

13. Comments, if any, on duties performed during the period of report:

(a) Which jobs assigned to you, do you think you have undertaken to the satisfaction of your immediate supervisor/HOD, in relation to the tasks/main duties performed during the period of report?.....

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(b) What are the causes or reasons, personal or otherwise, to which you ascribe your success or lack of success?.....

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(c) Do you think that you need more training or experience to enable you do your job better? If so, of what kind?.....

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(d) is the most effective use being made of your capabilities in your present job?

Yes

No

Please Expatriate:.....

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

Yes

No

Please expatriate:.....

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Signature of Officer:.....

Date:.....

## PART 2

TO BE COMPLETED BY REPORTING OFFICER ) Immediate Supervisor/Head of Department)

### ASSESSMENT OF PERFORMANCE:

(a) Do you and the person reported upon agree on the main duties performed and the order of importance?

(If not, please discuss the changes with him/her and record any unresolved difference here).

(b) How effective is he/she in the performance of the duties set out in 12 (a) and (b)?

(What is needed here is an indication, for each of the duties in 12 (a) and (b), of how far he/she has achieved the required results).

### 14. Aspects of Performance

In assessing performance, you have already considered some or all of the following aspect; would you now comment and assess the aspects separately. Each aspect is described in terms of Outstanding (A) and Unsatisfactory performance (E). The three intermediate ratings (B, C, D) represent behaviour between these extremes as generally described in the notes at the end of this form.

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

If you feel an aspect of performance not listed calls for special comments, mention it at the end

		5	4	3	2	1	
		A	B	C	D	E	
(a) Foresight	Anticipates problems and develop solution in Advance						Rarely has solutions to problem
(b) Focus	Gets straight to the root of a Problem						Never sees below the problem
(c) Judgement	His/her decisions/ proposals are consistently sound and well thought out						His/her judgement can not be relied upon and he/she often fails to respond to a new situation
(d) Expression on paper	Written work always cogent, clear and well thought out						Ambiguous, clumsy and obscure
(e) Oral Expression	Puts his/her point across convincing and concisely						Finds difficulty in expressing him/herself
(f) Computer Appreciation	Highly Proficient						Lacks the ability to use the computer
(g) Relation with Colleagues	Sensitive to other people's feelings; tactful and understanding of personal problems; earns great respect.						Ignores or belittles other people's feelings; intolerant; does not earn respect

		5	4	3	2	1	
		A	B	C	D	E	
(h)	Relation with the Public	Exceptionally effective in dealing with people of all types					Not very easy in his/her relationship with the Public
(l)	Acceptance of Responsibility	Seeks and accepts responsibility at all times					Avoids responsibility, will pass it on when possible
(j)	Reliability under pressure	Performs competently under pressure					Easily thrown off balance, not reliable even under normal circumstances
(k)	Drive and Determination	Wholehearted application to tasks; determined to carry task through to the end					Lack determination; easily baulked by minor set back
(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 their best					Inefficient in the use of staff, engenders low morale
(n)	Output of work	Gets a great deal done within given deadline					Sloppy in output; does not meet deadline



			5	4	3	2	1		
			A	B	C	D	E		
(o)	Quality of work	Maintains very high standard of work, virtually error free							Maintains consistently low standards of work, source of constant complaint
(p)	Punctuality	Regularly punctual at work							No regard for punctuality
(q)	Service to community	Always ready to serve							Avoids being involved
(r)	Initiative	Has ability to act on his/her own initiative							Lacks initiative
(s)	General Attitude to work	Excellent Attitude to work							Poor Attitude
(t)	Letter of Commendation	One letter of commendation is equal to one mark and up to a maximum of five letters of commendation							

NB: Total possible points that can be scored is 100

(ii) (Academic staff will, in addition to the foregoing, be also assessed as specified in the regulations Governing the Conditions of Service of Staff of the National Open University of Nigeria)

(iii) (All non-academic staff will be required to attain a minimum score in the promotion examination as indicated below to be eligible for promotion)

1- Staff moving from CONTISS 6 to 7 to 8	=	55%
2- Staff moving from CONTISS 8 to 9 to 11	=	60%
3- Staff moving from CONTISS 11 to 12	=	65%
4- Staff moving from CONTISS 12 to 13 and above	=	70%

APER	=	30%
Examination	=	70%
Total	=	100%

PART 2B

To be completed by staff being assessed

I certify that I have seen the contents of this report. I have the following comment to add, after having discussed my disagreements over the rating, with my immediate Supervisor/ Head of Department:

Signature of Officer being assessed on.....Level.....  
Job Title.....Date.....

PART 3

15. Training needs

(In completing this section you should take account of any view expressed in paragraph 12 by the person being assessed)

(a) if, as a result of the assessments made earlier in the report, you consider that performance or potential could be improved by training, specify the needs.

(b) If they cannot be met by training on the Job, please suggest ways in which they might be met.

16. Next Job at the same level

(In completing this section you should take account of any views expressed - by - the person being assessed; should he/she 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 job and give your reasons below:

17 Promotability

(a) Normal promotion well suited for promotion to

He/she is at present or suited .....  
Grade/Post  
or not suited

1  
 2  
 3

Comment on your recommendation:

18. Long term potential

At present he/she seems unlikely to progress further

1

Or have potential to rise above one grade but probably no further

2

Or have potential to rise two or more grades

3

19. General Remarks

(a) Indicate overall performance of duties by  ticking the box. (this assessment should reflect the assessment of performance in items 13 and the ratings of aspects of performance in item 14;

Outstanding	Exceptionally Effective	<input type="checkbox"/>	1
very Good	More than generally Effective But not outstanding	<input type="checkbox"/>	2
Good	Generally Effective	<input type="checkbox"/>	3
Satisfactory	Barely Acceptable	<input type="checkbox"/>	4
Poor	Un Acceptable	<input type="checkbox"/>	5

(b). Please make a narrative appraisal of the officer being assessed based on your continuous evaluation over the reporting period, drawing attention to any particular strengths or weakness, including his/her integrity, as they affect performance.

(c) Any adverse comment(s) on the officer should be brought to his/her notice before being reflected here:

Yes

No

He/she has served under me from.....to.....

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

Name in block letters.....

20. List below the key targets and responsibilities agreed upon to be achieved by the officer for the next period to be evaluated.

1.

2.

3.

4.

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6.

7.

8.

9.

10.

PART 4

21. Countersigning Officer's Report. The countersigning officer will normally be the *immediate superior of the Reporting officer e.g. Dean/Direcror/Registrar/Bursar*. You should confirm that you agree with the reporting officer's assessment, or indicate in the foregoing sections any disagreement which may remain after discussing them with him/her. You should also indicate how frequently you have seen the work of the person being assessed. Add any further relevant comment, including whether any aspects of the assessments in the report have been brought to the attention of the person being assessed.

He/she has served under me from.....to.....

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

Name in block letters.....

## Notes on the ratings of Aspects of Performance in Paragraph 14

### (i) **Foresight**

- A. Anticipates problems and develops solutions in advance
- B. Finds solution promptly to problems
- C. Grapples with problems as they arise
- D. Grapples with problems after they arise
- E. Rarely has solutions to problems

### (ii) **Focus**

- A. Gets straight to the root of a problem
- B. Gets to the root of most problems
- C. Often gets to the root of a problem eventually
- D. Seldom sees below the surface of a problem
- E. Never sees below the surface of a problem

### (iii) **Judgment**

- A. His/her decisions or proposals are consistently sound and well thought out
- B. He/she takes a reasonable view on most matters and generally makes valuable contributions.
- C. His/her view of a matter is nearly always a sensible one and his/her contributions are normally adequate
- D. His/her judgment tends to be erratic and he/she seldom takes any constructive action
- E. His/her judgement cannot be relied upon and he/she often fails to respond to a new situation.

### (iv) **Expression on Paper**

- A. Written work always clear, cogent and well thought out
- B. Generally expresses him/herself clearly and concisely
- C. Written work just good enough to get by
- D. Cannot express him/herself clearly on paper
- E. Ambiguous, clumsy and obscure

### (v) **Oral Expression**

- A. Puts his/her point across convincingly and concisely
- B. Puts his/her point across convincingly
- C. Expresses him/herself adequately
- D. Barely competent
- E. Finds difficulty in expressing him/herself

**(vi) Computer Appreciation**

- A. Highly proficient
- B. Competent in the use and application of computer
- C. Generally good in the use of computer
- D. Barely competent
- E. Lacks the ability to use the computer.

**(vii) Relations with Colleagues**

- A. Sensitive to other people's feelings, tactful and understanding of personal problems, earns great respect.
- B. Is generally liked and respected
- C. Gets on well with most people
- D. Not very easy in his/her relationships
- E. Ignores or belittles other people's feelings, intolerant, does not earn respect

**(viii) Relationship with the Public**

- A. Exceptionally effective in dealing with people of all types
- B. Generally tactful and effective in dealing with the public
- C. Gets on well with members of the public
- D. Gets on well on occasion with members of the public
- E. Not very easy in his/her relationship with the public

**(ix) Acceptance of Responsibility**

- A. Seeks and accepts responsibility at all times
- B. Very willing to accept responsibility
- C. Accepts responsibility as it comes
- D. Inclined to refer up matters he/she could him/herself decide
- E. Avoids responsibility, will pass it on when possible

**(x) Reliability under pressure**

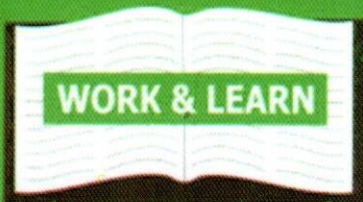
- A. Performs competently under pressure
- B. Performs reasonably well under pressure
- C. Manages to cope under pressure
- D. Seldom copes with problems under pressure
- E. Easily thrown off balance; not reliable even under normal circumstances

**(xi) Drive and Determination**

- A. Whole hearted application to task; determined to carry task through to the end.
- B. Unbending in his/her application to task
- C. Applies him/herself reasonably well to situations
- D. Finds difficulty in coping with situations
- E. Lacks determination; easily baulked by minor setback



- (xii) **Application of Professional/Technical Knowledge (if applicable)**
- A. Highly proficient in the practical application of professional knowledge
  - B. Very proficient in the practical application of professional/technical knowledge
  - C. Generally proficient in the practical application of professional/technical knowledge
  - D. Not proficient in the practical application of professional/technical knowledge
  - E. Deficient in applying professional/technical knowledge to practical issues
- (xiii) **Management of Staff (if applicable)**
- A. Organises and inspires staff to give their best
  - B. Manages them distinctly well
  - C. They work quite well for him/her
  - D. Does not control them very skillfully
  - E. Inefficient in the use of staff, engenders low morale
- (xiv) **Output of work**
- A. Gets a great deal done within given deadline
  - B. Gets through a lot of work
  - C. Output generally satisfactory
  - D. Does rather less than expected.
  - E. Sloopish in output; does not meet deadline.
- (xv) **Quality of work**
- A. Maintains very high standard; work is virtually error proof.
  - B. Maintains a high standard
  - C. His/her works is generally of good quality
  - D. His/her performances is uneven
  - E. Maintains consistently low standard at work, source of constant complaints.
- (xvi) **Punctuality**
- A. Regularly punctual at work
  - B. Always punctual at work
  - C. Punctual at work most of the time
  - D. Not punctual at work most of the time
  - E. No regard for punctuality
- (xvii) **Service to Community**
- A. Always ready to be involved
  - B. Reasonably eager to be involved
  - C. Reluctantly involved
  - D. Barely involved
  - E. Avoid being involved
- (xviii) **Initiative**
- A. Has ability to act on his/her own initiative
  - B. Sometimes takes initiatives without supervision
  - C. Manages to take initiative without supervision
  - D. Hardly takes initiative by him/herself
  - E. Lack initiative
- (xix) **Attitude to work**
- A. Excellent attitude to work
  - B. Positive attitude to work
  - C. Lukewarm
  - D. Lackadaisical attitude
  - E. Poor Attitude
- (xx) **Commendation**
- A. One letter of commendation gives one mark and up to a maximum of five marks



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