



**BABCOCK UNIVERSITY
HUMAN RESOURCES DEPARTMENT
JUNIOR STAFF (1-7) ANNUAL PERFORMANCE
EVALUATION REPORT
2018**

Name: _____

Division: _____

Dept.: _____

INFORMATION

The appraisal form should be completed by the supervisor and discussed with the supervisee. The evaluation should be reviewed with the division head to confirm or supplement the immediate supervisor’s evaluation.

The actual discussion between the supervisor and supervisee is a critical part of the evaluation process. Best results are obtained when the supervisee is actively involved in the performance appraisal discussions. Attention should be given to both performance and the developmental needs of the employee (**skills, knowledge and attitude**) that require strengthening or improving performance.

This form consists of seven (7) sections and is to be used for staff appraisal and development

Section A (I, ii) & iii):	
Employee Personal Record (A i)	This contains all recent information of employee’s personal record. Therefore, employee should complete this form carefully. Any improper completion, wrong, or inaccurate information may disqualify employee from consideration for appointment and/ or promotion; it may also lead to disciplinary action: To be filled by supervisee/appraise
Employee Training & Development (A ii)	This contains the training and development employee is involved in in the period under review. To be filled by the supervisee/appraisee
Alignment with BU Core Values (A iii)	This segment evaluates the extent to which an employee complies with the Babcock University Core Values.
Section B:	
Nature of Assignment carried out	This appraises the key achievements of the employee within the period under review. To be completed by supervisee
Section C:	
Assessment of Performance Qualities	This measures how the results are achieved. This appraises the performance qualities which are knowledge, skills, and attitudes displayed by the appraisee during the appraisal period relative to requirement for the career level, and measures how well the appraisee is living the values of the institution: To be completed by supervisor/appraiser. The rating scale is on 5 levels: 1=Unsatisfactory, 2=Fair, 3=Good, 4=Very Good, 5=Outstanding
Section D:	
Development Section	Identifies development needs of employee: strengths, development requirements and development plan: To be completed by supervisor/appraiser
Section E:	
Employee’s Comments	Summaries of the employee’s acceptance or rejection of either the entire performance evaluation or portion(s) of the evaluation: To be completed by supervisee/appraise
Section F:	
Supervisor & Departmental Committee recommendation	Summaries of the recommendations from supervisor & departmental committee on an employee: To be completed by supervisor & Departmental Committee
Section G:	
A&P Committee Recommendation	To be completed by Babcock University Appointment & Promotion Committee



Section A i : Personal Record of Service - To be completed by the supervisee.

1. Name: _____
 (Surname) (First Name) (Middle Name)

2. Current Division: _____ Current Department/Unit: _____ Present Position: _____

3. Date of Birth (dd/mm/yy): _____ Cell Phone: _____ E-mail: _____

4. Status: Regular Contract

5. Date of Assumption of Duty: _____ Department as at employment: _____

6. Qualification:

i) At employment _____

ii) Date & Name of institution _____

7. BUSS Level & % at Employment: _____ **Date of Previous Promotion:** _____

8. BUSS Level & % at Last Promotion: _____

9. Additional Qualification with date and name of institution(s): _____

Note: Use extra sheet(s) if needed

10. Leave Records:

S/N	Nature of leave	Period of leave		Number of days taken
		From:	To:	
1	Sick leave			
2	Hospitalization			
3	Maternity			
4	Annual			
5	Compassionate			
6	Others (pls. indicate)			

Total Number of days taken in the period under review _____

11. CHURCH ACTIVITIES

(A) For Seventh-day Adventists ONLY

i. Name of SDA Church you attend regularly:.....

ii. Address of Church:.....

iii. Name of Church Pastor:..... Phone No:.....

iv. Name of First Elder:..... Phone No:.....

v. State your Church activities during the current year

(a)

(b)

(B) For Non-Seventh-day Adventists ONLY

State and attach verifiable evidence of involvement in any spiritual programme in Babcock University within the year under review:.....

.....

.....

12. Community Service or any important ad hoc duty (ies) performed during this period:

S/N	Department	Duration		Community service	Officer under whom you served
		From	To		
a)					
b)					
c)					
d)					

Note: Attach supporting document(s) and use extra sheet(s) if needed

Section A ii : Employee Training & Development – (To be completed by the supervisee & supervisor)

If applicable fill 12 – 15

12. Staff on academic programme (In school):

Institution: _____ Programme: _____ Length: _____
 Module: Part-time _____ Full time _____ Date started: _____
 _____ Coursework finished? _____ Project finished? _____ Projected
 graduation date: _____

Attach progress report

13. Seminars, Conferences, Workshops undertaken within and outside BU during the period of this report (*attach supporting documents*):

- a) _____
 b) _____

Attach additional information if necessary

14. Orientation for staff: Yes Date Attended _____ (*attach supporting documents*)
 No Reason: _____

Section A iii : Alignment with BU Core Values (To be completed by the Supervisor)

S/N	Core Values	Earned Score (maximum of 10)	Total Score
1.	Excellence (<i>Promotes and delivers high quality services</i>)		
2.	Integrity (<i>Trustworthy, reliable, transparent</i>)		
3.	Accountability (<i>Acknowledges and assumes responsibility for actions, decisions, and policy implementation within the scope of the employment position</i>)		
4.	Servant Leadership (<i>Actively listens, empathizes and committed to the growth of students and other people</i>)		
5.	Team Spirit (<i>Considerate, willingness to work together towards common goals</i>)		
6.	Autonomy & Responsibility (<i>Demonstrates highest standards in professional competence and behaviour</i>)		
7.	Adventist Heritage (<i>Committed to the mission, vision & Adventist Philosophy of Education</i>)		

Expected Maximum Score: 70. Total Score Obtained: _____ Percentage: _____

Section B:

Nature of Assignment during the Period *(To be completed by all supervisee)*

16. State your main duties (as assigned by your supervisor) during the period covered by this report:

- i.
- ii.
- iii.
- iv.
- v.

17. Key Achievement: State key achievements you accomplished during the period covered by this report, based on duties assigned to you by your supervisor.

a)	
b)	
c)	
d)	
e)	
f)	
g)	

Note: Use extra sheet(s) if needed

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

- i.
- ii.
- iii.
- iv.
- v.

19. What help, training needs, etc. would assist you to accomplish/perform your work better?

- i.
- ii.
- iii.
- iv.
- v.

Section C: Assessment of Performance Qualities by Immediate supervisor

In assessing performance, you are to consider some or all of the following aspects and assess them independently. Each section is described as a sample of behaviour that can be rated as outstanding (5) and down to unsatisfactory (1). Enter the appropriate score in the empty box after the score column!

1 = Unsatisfactory 2 = Fair 3 = Good 4 = Very Good 5 = Outstanding

1. SPIRITUAL ALERTNESS

		Score
(a)	Regularly punctual to and active at spiritual programmes	5
(b)	Sometimes punctual to and active at spiritual programmes	4
(c)	Regularly punctual to but not active at spiritual programmes	3
(d)	Sometimes punctual to but not active at spiritual programmes	2
(e)	Neither punctual to nor active at spiritual programmes	1

2. OUTPUT OF WORK

		Score
(a)	Gets a great deal done within a set-time frame	5
(b)	Gets much work done	4
(c)	Output generally satisfactory	3
(d)	Does rather less than expected	2
(e)	Sloppy in output	1

3. QUALITY OF WORK

		Score
(a)	Maintains very high standards; work is virtually error proof	5
(b)	Maintains a high standard	4
(c)	Work is generally of good quality	3
(d)	Performance is uneven	2
(e)	Maintains consistently low standards at work	1

4. PUNCTUALITY

		Score
(a)	Regularly punctual at work	5
(b)	Punctual at work most of the time	4
(c)	Partially punctual at work most of the time	3
(d)	Not Punctual at work most of the time	2
(e)	No regard for punctuality	1

5. RESPONSIBILITY

		Score
(a)	Accepts responsibilities at all times without complaining	5
(b)	Accepts responsibilities at all times but complains sometimes	4
(c)	Accepts responsibility sometimes	3
(d)	Rarely accepts responsibilities and complains most of the time	2
(e)	Does not accept responsibilities	1

6. RELIABILITY UNDER PRESSURE

		Score
(a)	Performs excellently under pressure	5
(b)	Performs reasonably well under pressure	4
(c)	Manages to cope under pressure	3
(d)	Seldom copes under pressure	2
(e)	Not reliable under pressure	1

7. ABSENTEEISM

		Score
(a)	Not absent throughout the year	5
(b)	Absent for 2 days with permission	4
(c)	Absent for 5 days with permission	3
(d)	Absent for more than 5 days with permission	2
(e)	Absent without permission (Please state total number of days_____)	1

8. RELATIONSHIP WITH PUBLIC & OTHER COLLEAGUES

		Score
(a)	Exceptionally effective in dealing with people	5
(b)	Generally tactful and effective in dealing with people	4
(c)	Gets on well with most people	3
(d)	Gets on well occasionally with people	2
(e)	Does not get on well with people	1

9. COMMUNICATION

		Score
(a)	Communicates clearly both orally and in writing	5
(b)	Partially communicates clearly orally and in writing	4
(c)	Communicates clearly only orally	3
(d)	Communicates clearly only in writing	2
(e)	Does not communicate clearly orally and in writing	1

10. APPLICATION OF PROFESSIONAL/TECHNICAL KNOWLEDGE (If applicable)

		Score
(a)	Exceptionally proficient	5
(b)	Very proficient	4
(c)	Generally proficient	3
(d)	Not proficient	2
(e)	Deficient	1

11. CARE OF EQUIPMENT, MATERIALS, AND WORK AREAS

		Score
(a)	Maintains excellent care of equipment, materials, and work areas	5
(b)	Maintains good care of equipment, materials, and work areas	4
(c)	Maintains satisfactory care of equipment, materials, and work areas	3
(d)	Needs to improve on care of equipment, materials, and work areas	2
(e)	Has very poor attitude toward care of equipment, materials, and work areas	1

12. CONDUCT

		Score
(a)	Exceptionally peaceful, loyal, and cooperative	5
(b)	Has excellent and pleasant disposition to all persons	4
(c)	Generally well-behaved and resourceful	3
(d)	Well-behaved and resourceful	2
(e)	Incorrigible and uncooperative	1

13. LOYALTY AND COMMITMENT TO THE UNIVERSITY

		Score
(a)	Makes sacrifice all the time to get work done	5
(b)	Makes sacrifice most of the time to get work done	4
(c)	Makes sacrifice some of the time to get work done	3
(d)	Makes sacrifice occasionally to get work done	2
(e)	Unwilling to make sacrifices	1

14. JUDGEMENT

		Score
(a)	Consistently exhibits sound judgement in official matters	5
(b)	Exhibits sensible judgement in official matters	4
(c)	Nearly always exhibits sensible judgement in official matters	3
(d)	Exhibits erratic judgement in official matters	2
(e)	Cannot be relied upon in judgement in official matters	1

15. INFORMATION MANAGEMENT

		Score
(a)	Manages university information exceptionally effectively	5
(b)	Manages university information satisfactorily effectively	4
(c)	Manages university information fairly effectively	3
(d)	Manages university information occasionally effectively	2
(e)	Does not manage university information effectively	1

16. CREATIVITY

		Score
(a)	Exception in originating new concepts and practices as a way to improve performance	5
(b)	Satisfactory in originating new concepts and practices as a way to improve performance	4
(c)	Fair in originating new concepts and practices as a way to improve performance	3
(d)	Originates new concepts and practices as a way to improve performance	2
(e)	Does not originate new concepts and practices as a way to improve performance	1

17. CHANGE-ORIENTATION

		Score
(a)	Demonstrates outstanding ability to accept and manage change	5
(b)	Demonstrates very good ability to accept and manage change	4
(c)	Demonstrates good ability to accept and manage change	3
(d)	Demonstrates fair ability to accept and manage change	2
(e)	Demonstrates unsatisfactory ability to accept and manage change	1

18. VALUE DRIVEN PURPOSE

		Score
(a)	Adds outstanding value to the university through the quality of services rendered	5
(b)	Adds very good value to the university through the quality of services rendered	4
(c)	Adds good value to the university through the quality of services rendered	3
(d)	Adds fair value to the university through the quality of services rendered	2
(e)	Adds unsatisfactory value to the university through the quality of services rendered	1

19. COMMENDATION/SANCTIONS

Staff received the following during the period covered by the report

		Score
(a)	Commendation for excellent performance	10
(b)	Query	6
(c)	Verbal warning/written reprimand	2
(d)	Written warning /written reprimand	1
(e)	Suspension	0

EXPECTED SCORE =

TOTAL POINT EARNED=

HR OFFICE USE ONLY:
DAILY MORNING DEVOTION ATTENDANCE:% over 100%

Section D: Development (To be completed by immediate supervisor or Head of Unit)

Key Strengths:

Areas of weaknesses/Development:

Performance Improvement/Learning/Behavioural Interventions Recommended:

Section E Comments by the Supervisee

In completing this section you should take into account the views expressed by the supervisor as reported in Section C and D.

Comment by supervisee:

I certify that I have seen, read, and discussed this evaluation of my performance over the past year with my supervisor.

I accept /differ with this evaluation of me as stated above.

I hereby indicate the area(s) or portion(s) of difference, with the following reason(s):

- i. _____
- ii. _____
- iii. You may attach additional information if needed

.....
Supervisee's Signature

.....
Date

Section F: To be completed by the supervisor, & defended before the Departmental Committee (3-5 members)

Judging from the overall performance of this employee during the period covered by this report, the summary of my assessment is he/she is: (**Tick (x) the appropriate box**)

- 1.
 - a. Exceptionally Qualified
 - b. Qualified
 - c. Marginal qualified
 - d. Qualified but not sufficiently matured/experienced
 - e. Incompetent to undertake the duties

Therefore, I recommend:

- a. Promotion to the rank of
- b. Promotion to the post of
- c. No change in status but commendation for special good work/conduct for the following reasons:
 - i.
 - ii.
- d. No change in status but increase in salary steps
- e. Disciplinary action for the following reasons:
 - i.
 - ii.

2. Give reason(s) for your recommendation: _____

3. Supervisor's Name & Signature (Designation) Date

4. HOD's Name & Signature Date

5. Staff Appointments and Promotions Committee Recommendation (Date of A & P Meeting) _____

6. Head of Division/Principal Officer's Name & Signature Date

Section G: For Babcock University Appointment & Promotion Commitment

- 1. Total score on assessment performance (Section C) □
- 2. Satisfactory performance □
- 3. Unsatisfactory performance □
- 4. Recommended for step increase □
- 5. Recommended for promotion □
- 6. More qualification needed for promotion □
- 7. More experience needed before the next promotion □
- 8. To be transferred to a different job after training (suggest area) □

- 9. To lose annual increment □
- 10. To be warned to improve performance and placed on performance Improvement Programme for six months □

.....
BU A & P Secretary (Name & Signature) Date