



**BABCOCK UNIVERSITY
HUMAN RESOURCES DEPARTMENT
MANAGEMENT STAFF (13 & Above) 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 line manager or supervisor 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 employee 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 eight (8) sections, and is to be used for faculty appraisal and development

Section A (i & ii):	
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
Alignment with BU Core Values (A ii)	This segment evaluates the extent to which an employee complies with the Babcock University Core Values.
Section B:	
Assessment of Performance Outline	This appraises the extent to which performance based on major responsibilities agreed upon by the appraiser and appraisee at the commencement of the year have been achieved. Columns have been provided for the targets agreed upon, level achieved, and any comments the appraiser may wish to add. The rating scale is on 4 levels: Did Not Meet Target (DNMT), Partially Met Target (PMT), Met Target (MT) and Exceeded Target (ET). To be filled by supervisor.
Section C:	
Community Service	This demonstrates the services involved in by the appraisee during the period under review, such as committees, activities in Schools, Student Club/Association, and State/National/International Assignments.
Section D:	
Development Section	Identifies development needs of employee: strengths, development requirements and development plan: To be filled by supervisor
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 filled by supervisee/appraise
Section F:	
Supervisor & Departmental Committee recommendation	Summaries of the recommendations from supervisor & departmental committee on an employee: To be filled 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:.....

Section Aii : 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: Assessment of Performance Outline (to be completed by the Supervisor)

Instructions: Kindly use the assessment scale (1-5) below to rate the performance of the Administrator/Academic Dean/Department Head.

<u>Assessment Scale</u>						
1. <u>Did not meet target (DNMT)</u>						
2. <u>Partially met target (PMT)</u>						
3. <u>Met target (MT)</u>						
4. <u>Exceeded target (ET)</u>						
<u>n/o – Not observed</u>						
Direction and Strategy	1	2	3	4	5	n/o
1. Communicates a clear and motivating vision						
2. Aligns department business with the strategies of the organisation						
3. Articulates clear goals and objectives						
4. Deals with immediate demands without losing long-term focus						
Follow through and Accountability	1	2	3	4	5	n/o
5. Sees projects/tasks through till the end						
6. Meets agreed upon deadlines						
7. Ensures that people have the skills and resources to do their jobs						
8. Follows through on promises and commitments						

Communication and Influence	1	2	3	4	5	n/o
9. Listens to others with a desire to understand						
10. Shares his/her idea in the organisation successfully						
11. Communicates his/her opinion effectively						
12. Appropriately keep others informed, in and out of the immediate department						
Developing and Mentoring Others	1	2	3	4	5	n/o
13. Is actively engaged in developing others						
14. Establishes clear expectations of others						
15. Rewards individuals for their accomplishments						
16. Provides timely and appropriate feedback						
Self-Management	1	2	3	4	5	n/o
17. Balances priorities between private and professional life						
18. Handles obstacles and setbacks responsibly inside and outside of the organisation						
19. Learns from his/her mistakes						
20. Maintains his/her composure under stress						
Business Management	1	2	3	4	5	n/o
21. Build productive business relationships inside and outside of the organisation						
22. Knows and understands client/customers' needs and expectations						
23. Demonstrates understanding of financial data and reports; Is financially prudent						
24. Applies seasoned judgement						
Team Management	1	2	3	4	5	n/o
25. Encourages and rewards successful teamwork						
26. Will sacrifice personal gain for team success if necessary; seeks the welfare of others						
27. Promotes cooperation within and across teams						
28. Shares responsibility with team members for success and failures						
Change and Innovation	1	2	3	4	5	n/o
29. Shows openness to new ideas and ways of doing things						

30. Creates a climate where people can challenge the status quo						
31. Promotes change without creating unnecessary confusion and resistance						
32. Strives for continuous improvement of business processes						
Trust and Integrity	1	2	3	4	5	n/o
33. Treats everyone fairly and with equity						
34. Acts with integrity						
35. Operates out of sound business ethics and values						
36. Practices what he/she preaches; serves as a role model for management, and employees						
Decision Making and Problem Solving	1	2	3	4	5	n/o
37. Weighs consequences of decisions before taking action						
38. Makes the tough decision without unnecessary delay						
39. Involves appropriate people in decision making and problem solving						
40. Accesses relevant information before making a decision						
Customer Service	1	2	3	4	5	n/o
41. Demonstrates support in word and deed for the University's mission and objectives						
42. Demonstrates openness, acceptance, and fairness in serving others						
43. Puts customers first and trains employees to do the same						
44. Knows how to balance customer needs and demands with business realities and limitations						
Building Spiritual Ethos	1	2	3	4	5	n/o
45. Actively engages in morning worship sessions						
46. Creates framework for divisional employees to attend worship						
47. Actively engages in activities to promote spiritual ethos						
48. Explicitly and implicitly demonstrates a Christ-like disposition						

Expected Maximum Score: Total Point Earned: Percentage:

Supervisor's Comments: _____

Section C: Community Service or any important ad hoc duty (ies) performed during this period: To be completed by the Supervisee

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

Note: [Attach supporting document(s)]

Use extra sheet(s) if needed

Section D: Employee development - To be completed by the supervisor

Key Strengths:

Areas of known weaknesses:

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 Sections B, D and E.

Training:

1. If, as a result of the above assessment you consider that your performance or potential could be improved by **training**, please specify the needs.

2. If the needs cannot be met by training on the job, suggest ways in which they might be met.

Comment by supervisee:

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

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

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

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

.....
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 job/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 Committee

	DNMT	PMT	MT	ET
1. Total ratings (Section B) (Tick cumulative rating)				
2. Total score on assessment performance (Section C)				
3. Satisfactory performance		<input type="checkbox"/>		
4. Unsatisfactory performance		<input type="checkbox"/>		
5. Recommended for step increase		<input type="checkbox"/>		
6. Recommended for promotion		<input type="checkbox"/>		
7. More qualification needed for promotion		<input type="checkbox"/>		
8. More experience needed before the next promotion		<input type="checkbox"/>		
9. To be transferred to a different job after training (suggest area)		<input type="checkbox"/>		
<hr/>				
10. To lose annual increment		<input type="checkbox"/>		
11. To be warned to improve performance and placed on performance Improvement Programme for six months		<input type="checkbox"/>		

.....
 BU A&PC Secretary (Name & Signature)

.....
 Date