

9. Any change in status or emolument during the period covered by the report? If yes, please state

10. Records of Posting since joining the Teaching Hospital (Details of movement to be stated with dates)

Department	From	To	Post/Grade	Officer under whom you served

11. In-Service courses undertaken to date

Date	Course Title	Institution	Duration	Award

12. State type of in-service training required

Course Title	Institution	Duration

13. 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) Hospitalization			
(ii) Treatment received Abroad (where applicable)			
(iii) Sick Leave			
Total			
B. Maternity leave			
C. (i) Annual leave			
(ii) Casual/Other Leave			
Total number of days spent on Annual/Casual Leave			

SECTION B

NATURE OF ASSIGNMENT DURING THE PERIOD

14. State your main duties during the period covered by this Report

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

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

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Name and Signature

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Date

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Designation

.....
Grade Level

PART II

ASSESSMENT BY IMMEDIATE SUPERVISOR

17. 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. He/she served under me foryears

II. OUTPUT OF WORK

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

III. QUALITY OF WORK

		Score
(a)	Maintains very high standards	5
(b)	Maintains a high standards	4
(c)	Work is generally of good quality	3
(d)	Performance is uneven	2
(e)	Maintains consistently low standards at work, source of constant complaint	1

IV. PUNCTUALITY

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

V. ACCEPTANCE OF RESPONSIBILITY

		Score
(a)	Willingly accepts responsibility	5
(b)	Readily accepts responsibility	4
(c)	Accepts responsibility	3
(d)	Reluctantly accepts responsibility	2
(e)	Evades responsibility	1

VI. RELIABILITY UNDER PRESSURE

		Score
(a)	Performs completely well 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

VII. ATTENDANCE AT WORK

		Score
(a)	Not absent throughout the year	5
(b)	Absent for 2 days with excuse	4
(c)	Absent for 5 days with excuse	3
(d)	Absent for 7 days with excuse	2
(e)	Absent for more than 7 days with excuse	1

VIII. RELATIONSHIP WITH PEOPLE

		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

IX. NUMERICAL ABILITY

		Score
(a)	Accurate in the use and interpretation of figures	5
(b)	Competent in the use and application of figures	4
(c)	Generally good in the use of figures	3
(d)	Lacks ability to use and interpret figures correctly	2
(e)	Gets confused with figures	1

X. APPLICATION OF PROFESSIONAL/TECHNICAL KNOWLEDGE

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

XI. CARE OF EQUIPMENT, MATERIALS AND WORK AREAS

		Score
(a)	Excellent	5
(b)	Good	4
(c)	Satisfactory	3
(d)	Needs to improve	2
(e)	Very poor	1

XII. CONDUCT

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

XIII. LOYALTY AND COMMITMENT TO THE TEACHING HOSPITAL

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

XIV. JUDGEMENT

		Score
(a)	Consistently sound	5
(b)	Sensible	4
(c)	Nearly always sensible	3
(d)	Erratic	2
(e)	Cannot be relied upon	1

XV APPEARANCE

		Score
(a)	Very neat	5
(b)	Neat	4
(c)	Moderately neat	3
(d)	Erratic	2
(e)	Poorly dressed	1

XVI. SANCTIONS

Staff received the following during the period covered by the report

Verbal warning	-1
Written warning	-3
Suspension	-5

Give details of warning and suspension, if any

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DECLARATION

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

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

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Name and Signature

.....
Date

.....
Designation

.....
Grade Level

EVALUATION OF PERFORMANCE

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

- 19. State main duties performed by the employee during the period covered by this Report with particular attention drawn to any work considered exceptional.

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

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

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PART III

PROMOTABILITY

22. 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)	Ripe for promotion	
(b)	Ripe 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 peak of present career structure	
(i)	To be transferred to a different job after the training	
(j)	Unsatisfactory	
(k)	To be counseled	
(l)	To be reprimanded	
(m)	To lose annual increment	
(n)	Grossly unsatisfactory	
(o)	To be reduced in rank	
(p)	To face a misconduct panel	

GENERAL REMARKS/OBSERVATIONS

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Name and Signature of Reporting Officer	Date
.....
Designation	Grade Level

COUNTERSIGNING OFFICER'S REPORT *(The countersigning Officer will normally be the immediate superior of the Reporting Officer)*

You should confirm that you agree with the Reporting Officer's assessment, or indicate in the foregoing Sections any disagreements which may remain after discussing them with him. You should also indicate how frequently you have seen the work of the person being reported upon. Add any further adverse comment, including whether any aspects of the assessments in the Report have been brought to the attention of the person reported upon.

The officer has served under me for _____ years and _____ months

Signature: _____

Name in Block Letters: _____

Post Held: _____

CONHESS/COMESS: _____

Date: _____