

OLABISI ONABANJO UNIVERSITY TEACHING HOSPITAL, SAGAMU



**ANNUAL PERFORMANCE EVALUATION REPORT
FOR SENIOR STAFF (CONHESS 6 AND ABOVE)**

Period of Report	
From	To

PART I (To be completed by the Officer being reported upon)

PERSONAL RECORD OF SERVICE

Please complete this form carefully. Any improper completion, wrong or inaccurate information may disqualify you from being considered for promotion, advancement and may lead to disciplinary action. (Extra sheet can be used where necessary)

1. Full Name of Officer (Block Letters)

*Prof./Dr./Mr./Mrs./Miss

SURNAME

.....

FIRST NAME MIDDLE NAME

*(Delete whichever is not applicable)

2. Department: Unit:

3. A. **Personal Particulars**

- (i) Date of Birth (dd/mm/yy)
- (ii) Date of First Appointment
- (iii) Post/Grade of First Appointment
- (iv) Date of Confirmation
- (v) Present Post
- (vi) Date of Appointment to Present Post
- (vii) Current Grade Level and Step

B. Qualifications obtained (The most recent first)

	Academic, Professional or Technical	Year Obtained
(i)		
(ii)		
(iii)		
(iv)		
(v)		

4. **Leave Records**

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			

PART II (To be completed by the officer being reported upon)

5. **Job Description**

- (a) State below in order of importance the main duties performed during the period of report
- (i)
 - (ii)
 - (iii)
 - (iv)
 - (v)
 - (vi)
 - (vii)
 - (viii)
- (b) Was there any joint discussion between you and your supervisor on how to accomplish the task and when?

- (c) Were you properly equipped professionally/technically/administratively to perform the jobs allotted to you? YES/NO. If No, what are your difficulties or constraints?

- (d) In the light of (c) above, state the various difficulties encountered in carrying out your duties and the efforts you and your Supervisor put in to rectify them.

- (e) What were the methods adopted by your Supervisor to assist you in solving the difficulties?

- (f) Was there any periodic (three months, six months) review of the methods/ techniques by your Supervisor to achieve the desired goals?

(g) After the review, did your performance measure up to the prescribed standards set at the beginning of the year?

(h) If the answer to (g) above is NO, state the solution or admonition given

(i) How did your performance relate to the total accomplishment of the goals set for your Department/Unit and the vision of the Teaching Hospital?

(j) State ad-hoc duties performed during the period, if any

k) Did the performance of ad-hoc duties affect your real duties, positively/negatively?
 If negative, did you bring this to the attention of your Supervisor? Yes / No

(l) State the period that you have been on the schedule of duty referred to in (a) above: From..... To.....

(m) I have served over six (6) months under:

Prof./Dr./Mr./Mrs./Miss.....

Designation

From: to

6. Trainings/Workshops/Courses/Seminars attended since the last three years

	List of Workshop/ Training/Seminar Attended	Venue	Period	
			From	To
(i)				
(ii)				
(iii)				
(iv)				

In what ways has the past training/workshop/seminar impacted on your performance and productivity?

7. Job Performance

Comment on duties performed during the period of this report:

(a) Looking back on the past year, which jobs assigned to you do you think you have undertaken satisfactorily?

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.....
.....

(b) What were the factors to which you ascribe your success/failure?

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.....

(c) Based on your response to (a) and (b) above, include in not more than two-pages, a paper on your observations of current challenges facing the Teaching Hospital and your suggestions on the way forward.

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(d) Do you think that you need more training or experience to enable you do your job better? YES/NO If Yes, what kind?

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.....

(e) Is the most effective use being made of your capabilities in your present job?

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.....

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

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.....

(g) During the period of this report, did you have job satisfaction? If not, what were the reasons?

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.....

.....
Name and Signature of the Officer

.....
Date

.....
Designation

.....
Grade Level

PART III

(To be completed by the Reporting Officer under whom the Officer has been serving during the year)

8. Assessment of Performance

Did you and the person reported upon agree on main duties performed and the order of importance? YES/NO. (If not, please discuss the changes with him and record any unresolved differences here).

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9. Aspects of Performance

In assessing performance, you are to consider some of the following aspects and comment on them separately. Each aspect is described in terms of "Outstanding 5 down to Poor 1". The three intermediate ratings (4, 3 and 2) represent behaviour between these extremes as generally described in the notes. Rating '5' or '1' should be given if you believe it is a true statement. Either of the rating however, must be supported in writing.

If you feel that an aspect of performance not in the lists under Sub-Section (I) to (V) calls for special comments mention it at the end of the relevant Section.

(I) Job Assessment/General Ability

A. Assess objectively how the officer has performed his tasks

		5	4	3	2	1
(a)	How well he/she understands, organizes and does his/her tasks					
(b)	How well he/she applied his/her professional/technical/administrative or any other acquired knowledge					
(c)	How much work he/she was able to accomplish within a set-time frame					
(d)	Judgement (quality of his/her decision and contribution)					
(e)	Work-speed and accuracy					

Max = 25

B. Effectiveness of Communication:

		5	4	3	2	1
(a)	Written Expression					
(b)	Oral Expression					

Max = 10

C. Human Relations

		5	4	3	2	1
(a)	Relationship with staff					
(b)	Relationship with public					
(c)	Relationship with superiors					

Max = 15

D. Work Output

		5	4	3	2	1
(a)	Quality of Work					
(b)	Productivity					
(c)	Effective use of figures/other data					
(d)	Initiative					

Max = 20

Please justify the grading (include critical incident)

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(II) Character Traits

In assessing character traits, consideration should be given to:

		5	4	3	2	1
(a)	Dependability					
(b)	Loyalty to the Organization					
(c)	Integrity					
(d)	Reliability under pressure					
(e)	Sense of responsibility					
(f)	Appearance					
(g)	Confidentiality					

Max = 35

Please justify the grading (include critical incident)

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(III) Work Habits

		5	4	3	2	1
(a)	Punctuality at work					
(b)	Attendance at work					
(c)	Drive and Determination					
(d)	Resource Utilization					
(e)	Attendance at meetings					

Max = 25

Please justify the grading (include critical incident)

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(IV) Sanctions

Staff received the following during the period covered by the report

	Score
Verbal warning	-1
Written warning	-3
Suspension	-5

Lowest = -5

Give details of warning and suspension, if any

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(V) Leadership Attainment

		5	4	3	2	1
(a)	Does he/she encourage subordinate to define agreed standards and measures for effectiveness before hand?					
(b)	Does he/she encourage and train subordinate and avoid late assessment of goals?					
(c)	Does he/she show good example in terms of punctuality, efficiency and high degree of responsibility in whatever he/she does?					
(d)	Does he/she make suggestions for change/adjust methods/procedures that significantly contribute to work of associate/subordinate?					

Max = 20

Please justify the grading (include critical incident)

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10. Overall Assessment

From the above assessments indicate the overall performance of his/her duties by ticking the appropriate column below. Then insert the actual score in the box on the right.

Job category A

Engineering, Laboratory, Medical, Nursing, Catering and Dietetics, Physiotherapy, Pharmacy staff.

Outstanding	5	Always recognizes and determines priorities, accurate all of the time in the performance of assigned duties and has exceptional awareness of recent developments in the profession
Very Good	4	Largely recognizes and determines priorities, accurate most of the time in the performance of duties and quite aware of recent developments in the profession
Good	3	Recognizes and determines priorities, accurate in job performance, and generally aware of recent developments in the profession
Fair	2	Sometimes recognizes and determines priorities, manifests some accuracy in job performance and moderately aware of recent developments in the profession
Unsatisfactory	1	Seldom recognizes and determines priorities, has little accuracy in job performance and unaware of recent developments in the profession

Max = 5

Job Category B

In-house/Departmental Training

Outstanding	Above 90%	5	Recorded above 90% success in the subjects/practicals assigned, active in co-curricular activities and contributes maximally to the work of the department
Very Good	75-89%	4	Recorded 75–89% success in the subjects/practicals assigned, significant in co-curricular activities and contributes largely to the work of the department
Good	60-74%	3	Recognizes 60–74% success and determines priorities, is accurate in job performance, and generally aware of recent developments in the profession
Fair	40-59%	2	Recorded 40–59% failure in the subjects/practicals assigned, has some evidence of co-curricular activities and sometimes contributes to the work of the department
Unsatisfactory	Less than 40%	1	Recorded over 60% failure in the subjects/practicals assigned no evidence of co-curricular activities and contributes minimally to the work of the departments.

Max = 5

Job Category C

Computer, Accounting, Executive, Administrative staff

Outstanding	5	Exceptionally effective and accurate in the performance of duties, made maximum contributions to the work of the department
Very Good	4	Very effective and accurate in the performance of duties, made exciting contributions to the work of the department
Good	3	Effective and accurate in the performance of duties, made good contributions to the work of the department
Fair	2	Fairly effective and accurate in the performance of duties, made some contributions to the work of the department
Unsatisfactory	1	Ineffective and inaccurate in the performance of duties, made no contribution to the work of the department

Max = 5

Job Category D

Confidential Secretaries, Data Operators, Telephone Operators, Secretarial Assistants

Outstanding	5	Extremely fast and accurate in the performance of duties, recorded no complaints from staff and visitors
Very Good	4	Very fast and accurate in the performance of duties, recorded very few complaints from staff and visitors
Good	3	Fast and accurate in the performance of duties, recorded few complaints from staff and visitors
Fair	2	Moderately fast and accurate in the performance of duties, recorded some complaints from staff and visitors
Unsatisfactory	1	Extremely slow and inaccurate in the performance of duties, received several complaints from staff and visitors

Max = 10

Job Category E

Security, Coaching, Laundry, Bindery, Housekeeping, Guest Houses Staff

Outstanding	5	Extremely fast and accurate in response to requests for services, recorded no complaints
Very Good	4	Very fast and accurate in response to requests for services, recorded very few complaints
Good	3	Fast and accurate in response to requests for services, and recorded few complaints
Fair	2	Moderately fast and accurate in response to requests for services, recorded some complaints
Unsatisfactory	1	Extremely slow and inaccurate in response to requests for services, recorded several complaints

Max = 5

TOTAL POINTS =

PERCENTAGE =

11. Training Needs

Indicate training needs necessary to improve the performance or potential of the officer

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12. **General Remarks**

Please provide any additional relevant information here drawing attention to any particular strength or weakness.

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13. **Do you suggest the officer 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 the above question, state which kind of job and give reasons below:

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14. **Promotability**

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)	Has reached the peak of present career structure	
(h)	To be transferred to a different job at the training	
(i)	Unsatisfactory	
(j)	To be counseled	
(k)	To be reprimanded	
(l)	To lose annual increment	
(m)	Grossly unsatisfactory	
(n)	To be reduced in rank	
(o)	To face a misconduct panel	

.....
 Name and Signature of Reporting Officer

.....
 Date

.....
 Designation

.....
 Grade Level

PART IV

DECLARATION

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

15. 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)

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Name and Signature: Date:

DECLARATION BY REPORTING OFFICER

16. I, hereby declare that the above report has been written with the highest sense of responsibility and to the best of my judgement and with due regard to my conscience.

17. The officer has served under me for years and months

Name in Block letter:.....

Signature:

Post Held:.....

Grade Level:.....

Date:.....

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: _____