

EVANGEL UNIVERSITY AKAEZE

ANNUAL APPRAISAL FORM

(SENIOR ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL STAFF)

**INSTRUCTIONS:**

1. Part I is to be completed by the Staff to be assessed/appraised while Part II is to be completed by the Head of Department/Unit.
2. The completed form should be forwarded as an attachment to the HOD Office email address such as personnel.head@evangeluniversity.edu.ng for Personnel Unit.
3. Heads of Departments are to collate all the completed assessed forms in their respective departments and forward them as attachments to the Registrar office email address registry@evangeluniversity.edu.ng.

PART 1

PERIOD OF REPORT: OCTOBER 1ST 2024 TO SEPTEMBER 30TH 2025

Name: (IN FULL): Click here to enter text.

Phone Number: Click here to enter text.

E-mail Address: Click here to enter text.

Rank: Click here to enter text.

Date of Birth: Click here to enter a date.

Name and Address of Next-of-Kin

1. Click here to enter text. (b) Click here to enter text.

Faculty/dept./unit: College/Department: Click here to enter text.

Qualifications (degree, diploma, Certificate, etc, with class, grades, awarding institution with dates. Underline those acquired during the period of this report).

|  |  |  |
| --- | --- | --- |
| **Degree** | **Date** | **Name of Institution** |
| Click here to enter text. | Click here to enter a date. | Click here to enter text. |
| Click here to enter text. | Click here to enter a date. | Click here to enter text. |
| Click here to enter text. | Click here to enter a date. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

COMMENDATIONS, AWARDS AND HONOURS (During the period of this report): Click here to enter text.

DATE OF FIRST APPOINTMENT INTO THE PUBLICSERVICE

Click here to enter a date.

DATE OF FIRST APPOINTMENT INTO THE SERVICE OF THE UNIVERSITY: Click here to enter a date.

RANK ON FIRST APPOINTMENT: Click here to enter text.

DATE OF CONFIRMATION OF APPOINTMENT Click here to enter a date.

INDICATE IF SERVICE WAS TRANSFERRED TO THE UNIVERSITY AND EFFECTIVE DATE OF THE TRANSFER Click here to enter text.

GIVE REASON FOR THE TRANSFER Click here to enter text.

PRESENT SUBSTANTIVE GRADE AND SALARY SCALE Click here to enter text.

DATE OF APPOINTMENT/PROMOTION TO SUBSTANTIVE GRADE

Click here to enter a date.

ACTING APPOINTMENT HELD DURING THE PERIOD Click here to enter text.

IN-SERVICE TRAINING/CONFERENCES/WORKSHOPS/COURSE

ATTENDED DURING THE PERIOD OF THIS REPORT

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS (WITH DATES)

Click here to enter text.

SCHEDULE OF DUTIES IN THE UNIVERSITY DURING THE PERIOD OF THIS REPORT (Use extra sheet if necessary) Click here to enter text.

OTHER ACTIVITIES IN THE UNIVERSITY OUTSIDE NORMAL SCHEDULE (E.G. MEMBERSHIP OF COMMITTEES, RESPONSIBILITY HELD, ETC. )

 Click here to enter text.

OTHER ACTIVITIES OUTSIDE THE UNIVERSITYClick here to enter text.

OTHER INFORMATION THAT WILL ASSISTT THE COMMITTEE INDETERMINING YOUR SUITABILITY FOR PROMOTION Click here to enter text.

**TOTAL NUMBER OF DAY(S) ABSENT ON:**

Number of days absent (during period of this report) on:

**Sick Leave:** Click here to enter text. **Casual Leave:** Click here to enter text.

**Examination Leave:** Click here to enter text. **Official Tour**: Click here to enter text.

**TOTAL NUMBER OF:**

**Queries:** Click here to enter text. **Reprimands**: Click here to enter text.

**Warning:** Click here to enter text. **Advice:** Click here to enter text.

 Click here to enter a date.

Signature of Employee Date:

PART II

GUIDELINES FOR ADMINISTRATIVE OFFICERS, EXECUTIVE OFFICERS, SECRETATRIAL TECHNOLOGISTS/TECHNICAL STAFF SUPERVISORS

Reporting officers are required to comment fully on the each of the under listed traits in respect of the Staff Members assessed.

(i) Integrity: (Ability to keep confidence, honesty and loyalty to the university)

(ii) Industry: (Is the staff hardworking?)

(iii)Attitude to work: (Is the staff member showing enthusiasm in the performance of duty?)

(iv) Intellectual ability.

(v) Motivation: (Is the staff easily motivated for increased productivity).

(vi) Relationship with other staff and the public.

(vii) Ability to work unsupervised.

(viii) Thoroughness in handling jobs.

(ix) Speed and accuracy in handing jobs.

(x) Power of judgment, maturity and commonsense.

(xi) Punctuality.

(xii)Language competence (Grammar construction, spelling, vocabulary, etc).

(xiii) Application of professional knowledge (Does staff exhibit professional pride in handling of jobs?)

(xiv) Writing ability (Minutes, report, memorandum, letters and position paper writings).

(xv) Ability to take on higher responsibilities.

(xvi) Recommendation for confirmation of appointment (if applicable and found qualified).

(xvii) Any other comments on the staff.

PART II

ADMINISTRATIVE OFFICERS, EXECUTIVE OFFICERS, SECRETATRIAL TECHNOLOGISTS/TECHNICAL STAFF

Reporting officers are required to comment fully on the each of the under listed traits in respect of the Staff Members assessed.

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **TRAIT**  | **VALUE OF THE TRAIT**  | **SCORE**  |
| 1 | Integrity: (Ability to keep confidence, honesty and loyalty to the university) | 25 | Click here to enter text. |
| 2 | Industry: (Is the staff hardworking?)Attitude to work: (Is the staff member showing enthusiasm in the performance of duty?) | 10 | Click here to enter text. |
| 3 | Intellectual abilityMotivation: (Is the staff easily motivated for increased productivity).Relationship with other staff and the public. | 15 | Click here to enter text. |
| 4 | Ability to work unsupervised.Thoroughness in handling jobs. | 10 | Click here to enter text. |
| 5 | Speed and accuracy in handing jobs.Power of judgment, maturity and commonsensePunctuality. | 10 | Click here to enter text. |
| 6 | Language competence (Grammar construction, spelling, vocabulary, etc).Application of professional knowledge (Does staff exhibit professional pride in handling of jobs?) | 15 | Click here to enter text. |
| 7 | Writing ability (Minutes, report, memorandum, letters and position paper writings).Ability to take on higher responsibilities. | 15 | Click here to enter text. |
|  | Total  | 100 | Click here to enter text. |
|  | Recommendation for confirmation of appointment (if applicable and found qualified).Any other comments on the staff. | Click here to enter text.Click here to enter text. |

APPRAISAL REPORT

NAME OF STAFF IN FULL Click here to enter text.

PHONE NUMBER Click here to enter text.

E-MAIL ADDRESS Click here to enter text.

PRESENT RANK Click here to enter text.

DEPARTMENT Click here to enter text.

COMMENTS BY HEAD OF DEPARTMENT Click here to enter text.

RECOMMENDATION BY HEAD OF DEPARTMENT Click here to enter text.

NAME OF HEAD OF DEPARTMENT/REPORTING OFFICER

 Click here to enter text.

 Click here to enter a date.

Signature Date

COMMENT BY OFFICER REPORTED ON Click here to enter text.

 Click here to enter a date.

Signature of Employee Date:

**COMMENTS BY THE REGISTRAR**

Click here to enter text.

Promote/Not Promote: Click here to enter text.

Normal Increment: Click here to enter text.

  Click here to enter a date.

Signature of Registrar Date:Click here to enter a date.