



KATSINA STATE INSTITUTE OF TECHNOLOGY AND MANAGEMENT

P. M. B. 2101. KATSINA

OFFICE OF THE REGISTRAR

SENIOR NON-ACADEMIC STAFF ANNUAL PERFORMANCE APPRAISAL FORM (CONFIDENTIAL)

STAFF NO.:.....

SECTION "A": PERSONAL RECORD OF STAFF

(Period of Report: from.....to.....)
(MM/YYYY) (MM/YYYY)

1. Full Name:.....
2. Date of Birth:.....
3. Department:.....
4. Qualifications held (Underline those acquired during period of report);
.....
.....
.....
.....
5. Date of First Appointment:.....
6. Present Substantive Rank:.....
7. Date of Last Promotion:.....
8. Additional relevant and approved training since last report:.....
.....
.....
.....
9. CONTEDISS:.....
10. JOB DESCRIPTION:
(a) State below in order of importance, the main duties performed during period of report:
.....
.....

.....
.....
.....

(b) State any adhoc duties performed which are not of continuous nature:

.....
.....

I affirm that the information in this form is to the best of my knowledge true and accurate.

.....
Signature of Staff

.....
Date

SECTION "B":

To be completed by the Apparaisee's Sectional Head in Consultation with the Head of Department where necessary

1. He/She has served under me for a total period ofyears

2. Number of queries, warnings, etc. issued and dates:

- a)
- b)
- c)
- d)

.....
Signature of Sectional Head

.....
Date

.....
Name of Sectional Head

.....
Date

SECTION "C":

(To be completed by the Head of Department after due consultation with the Sectional Head)

PERFORMANCE ON THE JOB (ASSESSMENT OF THE QUALITY OF WORK)

The assessment of the quality of work will be done on the basis of the attributes listed below. Each attribute attracts a maximum of 10 points totaling 100%.

S/NO	CRITERIA	DETAILS OF SCORE ON THE CRITERIA	POINTS AWARDED
i)	Foresight	- Highest score: Anticipates problems or situations (5-10 points). - Lowest score: Gives little or no consideration to future needs (0-4 points)	
ii)	Judgment	- Highest score: His/her decisions or proposals are consistently sound (5-10 points). - Lowest Score: Poor perception of relevant merits or feasibility in most situations (0-4 points).	

iii)	Expression on paper	<ul style="list-style-type: none"> - Highest score: Always cogent, clear and well set out (5-10 points). - Lowest Score: Ambiguous, clumsy and obscure (0-4 points). 	
iv)	Relationship with colleagues	<ul style="list-style-type: none"> - Highest score: Sensitive to other people's feeling, tactful and understanding of personal problems, earns respect (5-10 points). - Lowest Score: Ignores or belittles other people's feelings, intolerant does not earn respect (0-4 points). 	
v)	Acceptance of responsibility	<ul style="list-style-type: none"> - Highest score: Seeks and accepts responsibility at all times (5-10 points). - Lowest Score: Avoid responsibility, will pass it on when possible (0-4 points). 	
vi)	Reliability under pressure	<ul style="list-style-type: none"> - Highest score: Performs competently under pressure (5-10 points). - Lowest Score: Easily thrown off balance, not reliable even under normal circumstances (0-4 points). 	
vii)	Management of staff	<ul style="list-style-type: none"> - Highest score: Organises and inspires staff to give off their best (5-10 points). - Lowest Score: Inefficient in the use of staff, engenders low morale (0-4 points). 	
viii)	Output	<ul style="list-style-type: none"> - Highest score: Gets work/assignment completed accurately on schedule and in line with established procedures and policy (5-10 points). - Lowest Score: Work always behind schedule and source of constant complaint (0-4 points). 	
ix)	Punctuality	<ul style="list-style-type: none"> - Highest score: Regularly punctual at work (5-10 points). - Lowest Score: Little regard for punctuality (0-4 points). 	
x)	Numerical ability/application of professional or technical knowledge.	<ul style="list-style-type: none"> - Highest score: Accurate in the use of or interpretation of figures/highly proficient in the practical application of professional or technical knowledge (5-10 points). - Lowest score: gets confused with figures/deficient in applying professional or technical knowledge or practical issue (0-4 points). 	
Total		100	

1.

Certification by the Appraisee

I certify that I have seen the contents of this report and that my immediate supervisor has discussed them with me. I have the following comments to add/I have no comments to add

.....

Name:.....

Signature & Date:.....

2.

Recommendation by Head of Department

(Fill whichever is applicable)

a) Promotion to:..... Effective Date.....

b) Warning:

c) Training Recommendation:.....

3.

Comments on the Recommendation

.....
.....
.....

.....
Signature of HOD

.....
Date

.....
Name of HOD

.....
Rank

SECTION "D":

(Counter signing by the Registrar)

I support the recommendation/I do not support the recommendation.

Name:.....

Signature:.....

Date:.....