

**STAFF CONFIRMATION APPRAISAL FORM (PRODUCT DEVELOPMENT)**

1. **PERSONAL DATA**

STAFF NAME: FAITH OCHICHE DATE JOINED COMPANY: FEB 28, 2022

PRODUCT DEVELOPMENT 2017

DIVISION/DEPT: ……………………………………………….. YEAR OF GRADUATION: …………………………

6 MONTHS FEB –JULY 2022 SOFTWARE ENGINEER (TRAINEE)

PERIOD COVERED: ………………………………………….. JOB TITLE: ……………………………………….

1. **GENERAL ASSESSMENT**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | ***MAXIMUM***  ***SCORE(S)*** | ***ACTUAL***  ***SCORE(S)*** |
| **S/N** |  | Rating |  |
| 1 | **Intelligence** | **10** |  |
| 2. | **Initiative & Resourcefulness** | **10** |  |
| 3. | **Knowledge of the Job** | **10** |  |
| 4 | **Quality of Work Done** | **10** |  |
| 5 | **Quantum of Work Done** | **5** |  |
| 6 | **Effectiveness (getting things done)** | **10** |  |
| 7. | **Communication skill:** |  |  |
|  | **a. written**  **b. oral** | **10** |  |
|  | **5** |  |
| 8. | **Commitment** | **5** |  |
| 9. | **Interpersonal Relationship (team Spirit)** | **5** |  |
| 10. | **Punctuality to work** | **5** |  |
| 11 | **Regularity to work** | **5** |  |
| 12 | **Loyalty to the Company** | **5** |  |
| 13 | **Personal Disposition**  **(Dressing, Appearance)** | **5** |  |
|  | **Total Score *(To be recorded by HRl)*** | **100** |  |

1. **PROJECTS/TASKS EXECUTED**



|  |  |  |  |
| --- | --- | --- | --- |
| **Tasks Executed** | | ***MAXIMUM***  ***SCORE(S)*** | ***ACTUAL***  ***SCORE(S)*** |
| **S/N** |  | Rating |  |
| 1. |  | **10** |  |
|  |  |  |  |
| 2. |  | **10** |  |
|  |  |  |  |
| 3 |  | **10** |  |
|  |  |  |  |
| 4 |  | **10** |  |
|  |  |  |  |
| 5 |  | **10** |  |
|  |  |  |  |
| 6 |  | **10** |  |
|  |  |  |  |
| 7 |  | **10** |  |
|  |  |  |  |
| 8 |  | **10** |  |
|  |  |  |  |
| 9 |  | **10** |  |
|  |  |  |  |
| 10 |  | **10** |  |
|  |  |  |  |
|  | **Total Score** | **100** |  |



1. **ASSESSMENT OF KEY PERFORMANCE INDICATORS (KPI’s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Performance Indicators** | | ***MAXIMUM***  ***SCORE(S)*** | ***TARGET***  ***SCORE(S)*** | ***ACTUAL***  ***SCORE(S)*** |
| **S/N** |  | Rating |  |  |
| 1. | **Project Delivery Time** | **10** |  |  |
|  |  |  |  |  |
| 2. | **Project Quality** | **10** |  |  |
|  |  |  |  |  |
| 3. | **Stability of Programs** | **10** |  |  |
|  |  |  |  |  |
| 4. | **Testable Programs** | **10** |  |  |
|  |  |  |  |  |
| 5 | **Minimized Program Churn** | **10** |  |  |
|  |  |  |  |  |
| 6. | **Good Program Logic** | **10** |  |  |
|  |  |  |  |  |
| 7. | **Modularity of Programs** | **10** |  |  |
|  |  |  |  |  |
| 8. | **Readability of Programs** | **10** |  |  |
|  |  |  |  |  |
| 9. | **Sharing Knowledge** | **5** |  |  |
|  |  |  |  |  |
| 10. | **Supporting Each Other** | **5** |  |  |
|  |  |  |  |  |
| **11.** | **Revenue of Additional Products / Services - Current yr’s Target** | **10** |  |  |
|  | **Total Scores** | **100** |  |  |

1. **KEY PERFORMANCE INDICATORS FOR NEXT QUARTER**



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Performance Indicators** | | ***MAXIMUM***  ***SCORE(S)*** | ***TARGET***  ***SCORE(S)*** | ***ACTUAL***  ***SCORE(S)*** |
| **S/N** |  | Rating |  |  |
| 1. | **Project Delivery Time** | **10** |  |  |
|  |  |  |  |  |
| 2. | **Project Quality** | **10** |  |  |
|  |  |  |  |  |
| 3. | **Stability of Programs** | **10** |  |  |
|  |  |  |  |  |
| 4. | **Testable Programs** | **10** |  |  |
|  |  |  |  |  |
| 5 | **Minimized Program Churn** | **10** |  |  |
|  |  |  |  |  |
| 6. | **Good Program Logic** | **10** |  |  |
|  |  |  |  |  |
| 7. | **Modularity of Programs** | **10** |  |  |
|  |  |  |  |  |
| 8. | **Readability of Programs** | **10** |  |  |
|  |  |  |  |  |
| 9. | **Sharing Knowledge** | **5** |  |  |
|  |  |  |  |  |
| 10. | **Supporting Each Other** | **5** |  |  |
|  |  |  |  |  |
| **11.** | **Revenue from Additional Products / Services - Next Quarter Target Only.** | **10** |  |  |
|  | **Total Scores** | **100** |  |  |



1. **ASSESSMENT OF KEY PERFORMANCE INDICATORS (KPI’s) (TEAM LEADS / MANAGERS)**



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Performance Indicators** | | ***MAXIMUM***  ***SCORE(S)*** | ***TARGET***  ***SCORE(S)*** | ***ACTUAL***  ***SCORE(S)*** |
| **S/N** |  | Rating |  |  |
| 1. | **Job Knowledge**(Applies the technical and professional skills needed for the job.) | **10** |  |  |
|  |  |  |  |  |
| 2. | **Communication Skills**(Listens effectively and provides information and guidance to individuals in an appropriate and timely Manner.) | **10** |  |  |
|  |  |  |  |  |
| 3. | **Management Skills**(Guides team to achieve desired results. Delegates  Responsibilities appropriately and effectively, while developing direct reports.) | **10** |  |  |
|  |  |  |  |  |
| 4. | **Organizational Skills**(Sets appropriate objectives to meet commitments within budget. Establishes priorities and organizes workflow to meet objectives.) | **10** |  |  |
|  |  |  |  |  |
| 5 | **Initiative**(The degree to which an employee searches out new tasks and expands abilities professionally and personally.) | **10** |  |  |
|  |  |  |  |  |
| 6. | **Team Work** (Tracks and measures the extent to which the team leaders can  Enlist the active involvement of all Team members). | **10** |  |  |
|  |  |  |  |  |
| 7. | **Workload efficiency (** Monitor the team’s distribution of its workload  Amongst individual Members.) | **10** |  |  |
|  |  |  |  |  |
| 8. | **Project Management** ( Understanding / application of the project management  phases ( Initiation, Planning, Execution, performance/ monitoring, and project close) | **10** |  |  |
|  |  |  |  |  |
| 9. | * **Clients Engagement/Customer Service** (Ensuring problems are handled rather than being passed off. Offering solutions or options to resolve customer complaints. Timely responsiveness to customer needs. Good representation of the company.) | **10** |  |  |
|  |  |  |  |  |
| 10. | * **Capacity Building-** (How well is the leader involved in the process of developing and strengthening the skills, instincts, abilities, processes and resources that employees need.) | **10** |  |  |
|  |  |  |  |  |
|  | **Total Scores** | **100** |  |  |



1. **COMMENTS BY STAFF**

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Name & Signature…………………………………………………………………………………………………………………………..

1. **COMMENTS BY SUPERVISOR**

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Name & Signature……………………………………………………………………………………………………………………………

1. **COMMENTS BY DIVISIONAL HEAD**

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Name & Signature…………………………………………………………………………………………………………………………….



1. **SUMMARY BY HUMAN RESOURCES**

**Rating A B C D**

**100-85 84-65 64-25 24-0**

**COMMENTS BY HR**

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Name & Signature……………………………………………………………………………………………………………………….

1. **COMMENTS BY MD**

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