V A T E B R A

CONFIRMATION APPRAISAL FORM

SECTION A: PERSONAL DATA (APPRAISEE)

Date: _____21/03/2024_____

Name: Eunice Chidinma Imo

Designation: Frontend Developer   Grade: Management Trainee

Unit/ Dept: Frontend Dept

Date of Employment: 9th January 2023

Length of Stay: 1 year 2months_____ Confirmation Due Date: 29/03/2024_____

Educational/ Professional Qualification(s) with Dates:

Federal Polytechnic Nekede, Owerri – September 2017

Programming Made Easy – June 2022

Tech4dev – 2023

IBM-2023

Women Techsters Fellowship - 2024

Reviewer's Name: _____   Designation_____

SECTION B: FEEDBACK ON SCOPE OF EXPECTATION FOR THE PERIOD REVIEW

1.   **SCHEDULE OF DUTIES – List your major duties during the period under review.**

_Web Application Development

_Browser Compartability___

Performance Optimization _____

Version Control and Colloboration

User interface/ Experience (UI/UX) Enhancement

_____

_____

2.   CONSTRAINTS – What factor(s) reduced your performance on the job?

  Timeline Constraits

  Multiple Project

How can the constraints be eliminated?

Tight deadlines and competing priorities may result in rushed development practices, impacting the quality

        of project

RESOURCES: What factors enhanced your performance?

Supportive Development Environment

Effective Communication Channels

  AD-HOC FUNCTIONS – What other duties, outside those stated above, did you perform?

Troubleshooting and debugging

3.   IRRELEVANT FUNCTIONS: What responsibilities are no longer important?

_____

_____

MAXIMUM POINTS – (35)

Ratings:
T   Talented: Excels in all behaviors related to the competency with some strengths   5

CP   Consistently Proficient: Consistently demonstrates competency behoviours   4

P   Proficient: Generally demonstrates most competency behaviors. Weaknesses displayed are relatively
           minor   3

 R   Relatively: Somewhat displays skills in some areas of the competency   2

DN   Development Needed: Skills are not evident or developed to the required level   1

SECTION CI: ORGANIZATIONAL EVALUATION

MAXIMUM POINTS – (35)

COMPETENCY	Talented	Consistently Proficient	Proficient	Relatively	Development Needed
		Rating			
QUALITY	☐	☑	☐	☐	☐
INNOVATION	☐	☐	☑	☐	☐
INTEGRITY	☐	☑	☐	☐	☐
CARE	☑	☐	☐	☐	☐
KNOWLEDGE	☐	☐	☑	☐	☐
PROFESSIONALISM	☐	☑	☐	☐	☐
TEAM SPIRIT		☑	☐	☐	☐
TOTAL POINTS OBTAINED					
					27/35

COMMENTS: Eunice embodies the organization core values but there are rooms for improvement

SECTION CII: PERSONAL EVALUATION

MAXIMUM POINTS – (50)

COMPETENCY	Talented	Consistently Proficient	Proficient	Relatively	Development Needed
		Rating			
CREATIVITY	☐	☐	☑	☐	☐
GOOD COMMUNICATION	☐	☑	☐	☐	☐
RESILIENCE	☐	☐	☑	☐	☐
VERSATILE	☐	☐	☑	☐	☐
PUNCTUALITY	☑	☐	☐	☐	☐
CONFIDENCE	☐	☑	☐	☐	☐
FLEXIBILITY	☐	☐	☑	☐	☐
PROACTIVE	☐	☐	☑	☐	☐
CAN – DO ATTITUDE	☐	☐	☑	☐	☐
APPEARANCE/COMPORTMENT	☑	☐	☐	☐	☐

TOTAL POINTS OBTAINED					
					36/50

COMMENTS: Satisfactory but there are rooms for improvement

T	Talented: Excels in all behaviors related to the competency with some strengths	5
CP	Consistently Proficient: Consistently demonstrates competency behoviours	4
P	Proficient: Generally demonstrates most competency behaviors. Weaknesses displayed are relatively minor	3
R	Relatively: Somewhat displays skills in some areas of the competency	2
DN	Development Needed: Skills are not evident or developed to the required level	1

SECTION CIII: TECHNICAL EVALUATION
MAXIMUM POINTS – (50)

COMPETENCY	Rating				
	Talented	**Consistently Proficient**	**Proficient**	**Relatively**	**Development Needed**
JOB KNOWLEDGE	☐	☐	☑	☐	☐
MANAGERIAL/LEADERSHIP	☐	☑	☐	☐	☐
COMMITMENT TO EXCEL	☐	☑	☐	☐	☐
DECISION MAKING	☐	4	☑	☐	☐
INITIATIVE	☐	☐	☑	☐	☐
SPEED & ACCURACY	☐	4	☑	☐	☐
CONFIDENTIALITY	☐	☐	☐	☐	☐
PROBLEM SOLVING	☐	4	☑	☐	☐
TIME MANAGEMENT	☐	4	☑	☐	☐
TEAM WORK	☐	☑	☐	☐	☐
TOTAL POINTS OBTAINED					
					35/50

COMMENTS: Eunice is improving technically

SECTION CIV: RECOGNITION (BONUS)
MAXIMUM POINTS – (5%)

This section highlights special issues or developments for which the appraisee should be rewarded accordingly.		
ACHIEVEMENT	**COMMENTS**	**RATING**
Are there issues that single out the staff for mention and for which he/she should be rewarded? Conversely, are there issues or occurrence for which the officer should be sanctioned/was sanctioned during the period? State such issues/developments and award or subtract points accordingly.	This staff is eager to pick on task, and execute it accordingly, and also ready to take correction when given.	
	TOTAL POINTS OBTAINED	/5%

SECTION CV: PERFORMANCE EXPECTATIONS & RESULTS ACHIEVED

MAXIMUM POINTS – (50%)

PERFORMANCE EXPECTATION/TARGET	RESULTS ACHIEVED	Rating
• List employee's job responsibilities/targets and the result expected using the Key Performance Indicators. (If job expectation exceed the provided space, additional sheet should be attached)	• Describe the performance result or achievement compared to the performance expectation • Rate each result or achievement compared to the stated performance expectation	
Web Application Development: • Develop responsive, user-friendly web applications and interfaces using HTML, CSS, and JavaScript. • Collaborate with design teams to ensure the technical feasibility of UI/UX designs. • Implement design mockups into functional web pages or applications.	Delivered high-quality work. This ensures that client are pleased with the user interface of the product.	7
Browser Compatibility: • Ensure compatibility and consistent user experience across different browsers and devices.	Delivered consistent experience across different browsers and devices.	7

		6
Performance Optimization: • Optimize front-end code for maximum performance and scalability.	Improve loading times and overall performance of web applications.	
User Interface/Experience (UI/UX) Enhancement: • Implement UI/UX best practices to enhance user engagement and satisfaction.	Enhanced the UI/UX of web applications based on user feedback and usability testing	6
Version Control and Collaboration: • Utilize version control systems such as Git for managing codebase and collaborating with team members.	Actively participates in team meetings, communicates effectively with team. This fosters a collaborative environment conducive to innovation and teamwork.	6
	TOTAL POINTS OBTAINED	32%/50%

SECTION D: TOTAL SCORE

SECTIONS	AREAS BEING ASSESSED	TOTAL POINTS
CI	ORGANIZATIONAL EVALUATION	27
CII	PERSONAL EVALUATION	36
CIII	TECHNICAL EVALUATION	35
CIV	RECOGNITION (BONUS)	-
CV	PERFORMANCE EXPECTATIONS & RESULTS ACHIEVED	32

ORGANISATIONAL, PERSONAL & TECHNICAL EVALUATIONS:
                    (Total Points/135 x 45%)   **32.7%**

PERFORMANCE EXPECTATION & RESULTS ACHIEVED: (50%)   **32%**

RECONITION (BONUS):   **(5%)**   **-**

TOTAL SCORE: **(100%)**   **64.7%**

OVERALL RATING (Please tick box conforming to total points)

Outstanding	Very Good	Good	Average	Below Average
90≥ 95%	80-89	60-79	50-59	<50
		✔		

RECOMMENDATION/COMMENTS OF SUPERVISOR:

Eunice Imo has been observed to be of good character with good attitude to work. I thereby recommend her for confirmation.
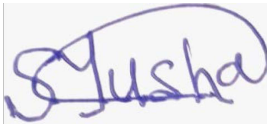
CONFIRM   ✔

DEFER CONFIRMATION FOR

Ibrahim Olayioye

NAME OF APPRAISER   **SIGNATURE & DATE**

COMMENTS OF HEAD OF DIVISION:

Eunice Imo has shown significant improvement over the year. Therefore, I recommend her for conversi

Abiola Yushau.

_____

COMMENTS OF THE APPRAISEE: 26/09/2024 **SIGNATURE & DATE**

I have met deadlines which showcase good time management skills. I also actively pursue self learning

and training opportunities , enhancing my technical profiency in frontend development. I communicate

and collaborate which shows team work. I have remain commited to ongoing professional development

and promoting team success. This has shown dedication, intergrity, and commitment to delivering high

quality work.

_____

_____

NAME   **SIGNATURE & DATE**

COMMENTS/APPROVAL OF EXCO:

_____

_____

_____   _____

NAME   **SIGNATURE & DATE**

HUMAN CAPITAL MANAGEMENT:

3 References Returned: _____

Medical Test : _____

Action: _____

_____   _____

NAME   **SIGNATURE & DATE**