

## NON-ACADEMIC STAFF PERFORMANCE RATING INDICATORS

S/N	NAMES OF STAFF	GENDER	STAFF ID NO.	DEPARTMENT /UNIT	DESIGNATION	Punctuality	Absentiesm	Attitude to Work
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

PERFORMANCE RATING INDICES		
SCORES		1-5
Excellent	-	5
Very Good	-	4
Satisfactory		-3
Needs Improvement		2
Poor		1
SCORES		1-5

**NON-ACADEMIC STAFF PERFORMANCE RATING INDICATORS**

Quality of Work Output	Competence	Diligence	Loyalty to Organization	Prompt Response to Task	Time Management	Record keeping	Willingness to do Extra Task

**NON-ACADEMIC STAFF PERFORMANCE RATING INDICATORS**

Innovative	Courteous	Honesty	Leadership Trait	Confidentiality	Ability to Work Under Pressure	Adaptation to College Mission /Vision

**NON-ACADEMIC STAFF PERFORMANCE RATING INDICATORS**

Respect for Constituted Authority	Care for College Properties/Assets	Constraint	KEY RESULT AREA(KRA) Critical Success Area	KEY PERFORMANCE INDICATOR (KPI)