

# SWIFT PARTNERS REALTY LIMITED

## Staff Performance Evaluation Form

Name of Employee	Clayton Jaiwo Samuel			
Job Title	Digital Marketing Officer			
Period of Review (Date)	From	28th July	To	26th August

### Explanation of Ratings

5	4	3	2	1
Outstanding	Exceed Expectations	Meets Expectations	Needs Improvement	Unacceptable

Place a mark in the appropriate column which best reflects the performance of the employee for each item listed below.

### Punctuality/Attendance

Standard for Assessment	5	4	3	2	1
Regular and punctual attendance in accordance with Organization's days and hours of operation.					

### Productivity

Standard for Assessment					
Produces high levels of results in a timely manner under normal and pressure conditions					

### Quality of Work

Standard for Assessment					
Produces high quality, error free work that is in keeping with the style of the Organisation.					

### Knowledge of Job

Standard for Assessment					
Shows familiarity with the professional and technical requirements of the position and its relevance and contribution to the Organization's mission and objectives					

### Personal Development

Standard for Assessment					
Undertakes initiatives and or participates in programmes to improve personal capacity to carry out job functions and responsibilities. Maintains good on-the-job department					

### Initiative

Standard for Assessment					
Identifies and offers solutions to operational problems, deficiencies and constraints; demonstrates astuteness in judging appropriateness of acting promptly and independently, or after consultation with superior(s)					

### Judgment

Standard for Assessment					
Demonstrates ability to rigorously assess situations, evaluate response options and consequences and to select /recommend appropriate intervention or action					

### Reliability/Dependability

Standard for Assessment					
Consistently carries out responsibilities to effectively and efficiently achieve desired outcomes or outputs within agreed schedules and deadlines. Can be relied upon to act or ensure that actions are carried out in the best interest of the organization.					

### Communication

Standard for Assessment					
Consistently exhibits good oral, writing and listening skills. Interacts in a professional manner with peers, superior, management and the clients					

### Teamwork

Standard for Assessment					
Willing to volunteer, share responsibilities and contribute to the completion of tasks, especially under situations of pressure					

### Major Achievement:

- Digital Marketing: Marketing of our properties both physically and digitally to generate traffic.
- Created updated portfolio of our client, top clients and their lists.

### Target and Result:

- Marketing Social Media Effectively: For the month of August, our social media presence and online presence was improved including our web site.
- Financial Target: financial target for the month wasn't achieved but we are making progress regarding reaching out to prospective clients.

### Challenges/Constraints:

- Digital Marketing: One of the major constraint of the department is getting direct contacts of industry top players.

### Areas for Improvement/Development:

- There is still need to utilize other digital tools and this will be done this coming months.
- Improve in research and advise on digital tools to improve quality of work.

### Monthly Financial Target:

Financial Monthly Target:	Actualized Income for the month:
#9,200,000.00 (Nine Million Two Hundred Thousand Naira) Only	No actualized income for the month.

### Overall Performance Rating: (Please circle one)

Outstanding / Exceed Expectations / Meets Expectations / Needs Improvement / Unacceptable

### Employees Comments

The month of August came with its improvement in my department. Other measures are been put in place to make sure our properties are out of the market.  
I also aim to improve more regarding the utilization of digital tools.

### HR Comments

CEO Comments	
Signatures	
Employee: <i>[Signature]</i>	Date: <i>30th August, 2023</i>
HR Manager	Date:
Chief Executive Officer:	Date: