

MID-YEAR PERFORMANCE REVIEW (SIX MONTHS)

S/N	PARAMETERS [As applicable to the achievement of the set goals and objectives in the reporting period]	SCALE RATING				
		E (5)	O (4)	G/S (3)	BA (2)	U (1)
1	OPERATING RESULTS (against agreed goals and KPIs) Quantity and quality of Work Delivered: <i>Is there a good balance between quantity and quality?</i>					
2	COMMUNICATION AND INTERPERSONAL SKILLS: <i>Employee's ability to relate ideas and methods to others, taking into account written as well as verbal abilities.</i>					
3	CREATIVITY AND INNOVATIVENESS: <i>Employee's ability to work creatively and with innovation.</i>					
4	ENTHUSIASM AND RESPONSIVENESS: <i>Employee's interest and commitment to his or her work and the University.</i>					
5	LEADERSHIP/SUPERVISORY OR MANAGERIAL SKILLS: <i>Employee's leadership qualities and skills with regard to motivating subordinates, ability to spot problems, make timely decisions to find competent alternative solutions - managing people and leading by example.</i>					
6	TASK EXECUTION SKILLS: <i>Employee's planning, organisational and time management skill in terms of task execution.</i>					
7	PROFESSIONAL/TECHNICAL PROFICIENCY <i>Employee's display of expertise, problem solving initiative and foresight</i>					
8	INTER-PERSONAL RELATIONSHIP AND RELATION WITH OUTSIDERS (Internal & External): <i>Ability to work with colleagues as a team and exhibit good customer relations</i>					
9	GENERAL COMPETENCE <i>Employee's ability to deliver on task/assignment with little or no supervision</i>					
10	CONTRIBUTION TO UNIVERSITY'S EFFECTIVENESS <i>How employee performance has contributed to the University's success and achievements.</i>					
TOTAL SCORE						

Supervisor/H.O.D's Signature & Date: _____

Employee's comments and acceptance /disagreement of Supervisor's review, ratings and developmental plan. Comment on constraints (if any) in the course of duty

Name

Signature and Date

Comments of Head of Department on Performance Review, Ratings and Developmental Plan with Approvals

Name

Signature and Date