

## END-YEAR PERFORMANCE REVIEW

S/N	PARAMETERS [As applicable to the achievement of the set goals and objectives in the reporting period]	SCALE RATING [50% Marks]				
		E (5)	O (4)	G/S (3)	BA (2)	U (1)
1	<b>OPERATING RESULTS</b> (against agreed goals and KPIs) Quantity and quality of Work Delivered: <i>Is there a good balance between quantity and quality?</i>					
2	<b>COMMUNICATION AND INTERPERSONAL SKILLS:</b> <i>Employee's ability to relate ideas and methods to others, taking into account written as well as verbal abilities.</i>					
3	<b>CREATIVITY AND INNOVATIVENESS:</b> <i>Employee's ability to work creatively and with innovation.</i>					
4	<b>ENTHUSIASM AND RESPONSIVENESS:</b> <i>Employee's interest and commitment to his or her work and the University.</i>					
5	<b>LEADERSHIP/SUPERVISORY OR MANAGERIAL SKILLS:</b> <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	<b>TASK EXECUTION SKILLS:</b> <i>Employee's planning, organisational and time management skill in terms of task execution.</i>					
7	<b>PROFESSIONAL/TECHNICAL PROFICIENCY</b> <i>Employee's display of expertise, problem solving, initiative and foresight</i>					
8	<b>INTER-PERSONAL RELATIONSHIP AND RELATION WITH OUTSIDERS</b> (Internal & External): <i>Ability to work with colleagues as a team and exhibit good customer relations</i>					
9	<b>GENERAL COMPETENCE</b> <i>Employee's ability to deliver on task/assignment with little or no supervision</i>					
10	<b>CONTRIBUTION TO UNIVERSITY'S EFFECTIVENESS</b> <i>How employee performance has contributed to the University's success and achievements.</i>					
<b>TOTAL SCORE</b>						

### SUMMARY OF OVERALL PERFORMANCE REVIEW:

S/N	Assessment	Marks Obtainable [%]	Employee's Actual Score	Percentage of overall score
1	Employee Self Assessment	30		
2	Mid Year Assessment	50		
3	End Year Assessment	50		
	<b>Total</b>	<b>130</b>		

Note: Percentage of overall score obtained

=  $\frac{\text{Total Actual Score Obtained by employee}}{\text{Total Marks}} \times 100$

130

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

**CAREER OBJECTIVE:**

*Comment on Employee's POTENTIAL for growth within the University. Cite Major strengths.*

**LIST THE TRAINING ACQUIRED DURING THE REPORTING YEAR:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**EMPLOYEE'S DEVELOPMENTAL NEEDS:**

*Suggest steps such as Training, On-the-job coaching by immediate Supervisor or other Experienced Person, Special Assignments, Activities, Projects, Participation in Special Teams. Give dates for suggested activities.*

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\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Signature and Date*

**Departmental Supervisor's Recommendation [Promotion/Annual Increment]**

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\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Signature and 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*

Registrar's Sign-off

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Signature and Date*