

Staff Appraisal Form B

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Staff Appraisal Form B

Appriaisal Senior Staff

Personal Details:

Name of Employee:

ISAAC ARMAH MENSAH

Email:

iamensah@ucc.edu.gh

Appointment Data:

2003-08-25

Staff No.:

10775

Phone No:

0266238196

Job Title:

ASSISTANT LECTURER

Supervisor's Details:

Supervisor's Name: *

DR. GEORGE KWAMINA AGGREY

Supervisor's Designation/Rank: *

SENIOR LECTURER

Year Under Review: *

2020

Purpose of Current Review:

Qual Appraisal

Interim Mid-Point

Final

U = Unsatisfactory

S = Satisfactory

S = Successful

A = Above Expectations

E = Exceptional

Professional Information:

	U	S	S	A	E	EXAMPLES TO SUPPORT RATING
Job Knowledge/Functional and Technical Skills						
• Has achieved required level of knowledge and skills in position related areas						Type Here...
• Applies knowledge, skills and new technology in teaching						Type Here...
• Applies knowledge and skills job requirements						Type Here...
• Punctuality in class, timely marking and discussion of exercises, etc						Type Here...
• Involves in research and dissemination of research findings						Type Here...
• Keeps up to date in all relevant knowledge and skills areas to meet job requirements						Type Here...
Service Orientation						
• Actively seeks information to understand students' circumstances, problems, needs, and expectations						Type Here...
• Shares information with students to build their understanding of issues and capabilities						Type Here...
• Responds quickly to meet students needs and resolve problems						Type Here...
• Seeks opportunities to improve the products and/or services to meet students needs						Type Here...
Interpersonal Communication						
• Relates well to all people – up, down, and across internally and externally to the School/Department						Type Here...
• Establishes rapport; builds and maintains effective working relationships						Type Here...
• Practices attentive and active listening						Type Here...
• Uses diplomacy and tact; can diffuse high-tension situations comfortably						Type Here...
Initiating Action						
• Readily takes action consistent with department objectives						Type Here...
• Looks for and takes advantage of opportunities to act beyond what is required						Type Here...
• Takes independent actions when appropriate						Type Here...

