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| --- |
| **SECTION 1 – A: Appraisee’s Personal Information** |
| |  |  | | --- | --- | | **PERIOD OF REPORT** | From:(dd/mm/yyyy) 01/01/2016 To: (dd/mm/yyyy) 30/06/2016 |   Title: x Mr. □ Mrs. □ Ms. □ Others (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Surname:\_\_\_\_ALHASSAN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_OSMAN\_\_\_\_\_\_\_\_\_\_  Other Name(s):\_\_\_\_\_\_ALHAJI\_\_\_\_\_\_\_\_\_  Gender: x Male □ Female Grade \_\_ASSISTANT MANAGER\_\_\_\_\_\_\_  Present Job Title / Position: \_\_\_SOFTWARE APPLICATIONS MANAGER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department / Division : \_\_ADMNISTRATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of Appointment to Present Grade (dd/mm/yyyy): \_01/05/2016\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **LEARNING AND DEVELOPMENT PROGRAMMES ATTENDED FOR THE PERIOD**  Institution Date (dd-mm-yyyy) Programme  No Training attended for this period.  --------------------------------- ----------------------- ----------------------------  --------------------------------- ----------------------- ----------------------------  --------------------------------- ----------------------- ----------------------------  --------------------------------- ----------------------- ---------------------------- |
| **SECTION 1 – B: Appraiser’s Information** |
| Title: x Mr. □ Mrs. □ Ms. □ Other (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Surname:\_ADU-AMANFOH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_KENNETH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position of Appraiser: DEPUTY DIRECTOR \_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_30/04/2016\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |

**Section 2: Performance Review**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Objectives** | | **Weight** | **Performance Assessment/Evidence** | **Rating** | **Total Score**  **W \* R** |
| **1** | Implement an E-Learning Management System for the Authority by Q3, 2016 | 25% | 1. Ensure fiber connectivity between NITA and NCA for access to the E-LMS platform. 2. Provide staff bio data for the population of profiles on the E-LMS production server 3. Customization of the E-LMS platform to suit the standards of the Authority. 4. Facilitated the provision of content for the E-LMS platform. | 4 | 1.00 |
| **2** | Train staff on E-Learning Management System by Q2, 2016 | 30% | 1. Provided training for staff (End User role) of the Authority on the use of the system. 2. Provided training for Management Staff (Manager role) of the Authority on the use of the system. 3. Provided training for all staff at the Regional Offices of the Authority on the use of the system. 4. Developed user manuals and disseminated it to all staff of the Authority. | 5 | 1.25 |
| **3** | Gather and submit requirements necessary for the smooth implementation of the Authority’s ERP system is submitted to the consultant by Q4, 2016 | 20% | Yet to be completed and submitted since the contract for the project was signed ending March 2016. Kick off meeting to the project has been done to set up milestones for key deliverables. | 3 | 0.6 |
| **4** | Deploy both the Authority and DTT newly developed websites by Q3 2016 | 15% | 1. Deployed the DTT website successfully; <http://digitalghana.org> 2. Content population of the Authority’s website is 90% completed; <http://oneworldglobal.org/nca> | 3 | 0.45 |
| **5** | Design and develop a new HR and performance Appraisal system as part of the corporate intranet solution of the Authority by Q3 2016. | 15% | Yet to be completed and submitted | 2 | 0.3 |
|  | **Total: 100%** | 100 |  |  | **3.60** |

Rating scale

5– Exceptional Performance 4 – Exceeded Expectation 3 – Met Expectation 2 – Below Expectation 1 - Unacceptable

***Objectives form 70% of overall performance score***

Section 3: Competencies - Management

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Core Competencies** | **Weight** | **Performance/Assessment** | **Rating** | **Total Score**  **(W \* R)** |
| **Drive** |  |  |  |  |
| **Direction** |  |  |  |  |
| **Execution** |  |  |  |  |
| **Influence** |  |  |  |  |
| **Relationship** |  |  |  |  |
| **Total: 100%** |  |  |  |  |

Rating scale

3.6 – Enduring 2.7 – Accomplishing 1.8 – Developing 0.9 - Minimal

***Core Competencies form 18% of overall performance score***

Section 3: Competencies – Senior Staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Core Competencies** | **Weight** | **Performance/Assessment** | **Rating** | **Total Score**  **(W \* R)** |
| **Commitment to Achieve** | 20% | This is evident with the desire to complete tasks assigned to him regardless of the hurdles been faced. This includes working outside working hours to ensure task completion. A typical example is the limitations faced during the fiber connectivity for LMS system as against the project deadline of May 2016. | 3.6 | 0.72 |
| **Communicating with Impact** | 20% | Communicates clearly amongst colleagues and also external consultants in the delivery IT projects. This in the long run ensures the successful completion of tasks assigned. | 2.7 | 0.54 |
| **Planning, Implementing & Controlling** | 20% | Success achieved with projects he’s involved in is as a result of effective planning and execution of the set plans to the latter. Exhibits firm control over tasks regardless of challenged faced during execution. This is evident during his facilitation of the E-LMS training to staff of the Authority. | 3.6 | 0.72 |
| **Critical Problem Solving** | 20% | This is clearly evident with the challenges faced in the provisioning of fiber connectivity and how these challenges were solved in order to meet the deadline set for the E-LMS project. | 2.7 | 0.54 |
| **Developing People & Teams** | 20% | Provides assistance to other team members in the completion of their assigned tasks and also share knowledge in his area of expertise when needed. Evidence is equipping Maxwell Marfo with the necessary skills to also deliver and assist in the management of the LMS platform | 2.7 | 0.54 |
| **Total: 100%** |  |  |  | **3.06** |

Rating scale

3.6– Enduring 2.7 – Accomplishing 1.8– Developing 0.9 - Minimal

***Core Competencies form 18% of overall performance score***

Section 3: Competencies – Junior Staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Core Competencies** | **Weight** | **Performance/Assessment** | **Rating** | **Total Score**  **(W \* R)** |
| **Initiative** |  |  |  |  |
| **Clear Communication** |  |  |  |  |
| **Team Focus** |  |  |  |  |
| **Commitment to Quality** |  |  |  |  |
| **Customer Focus** |  |  |  |  |
| **Total: 100%** |  |  |  |  |

Rating scale

3.6 – Enduring 2.7 – Accomplishing 1.8 – Developing 0.9 - Minimal

***Core Competencies form 18% of overall performance score***

Section 4: Living the Values

|  |  |  |
| --- | --- | --- |
| **Team work** – combining efforts towards achieving a common goal | | **Rating**  **2** |
| * Actively listen and contribute meaningfully to your team’s needs * Make suggestions for continuous improvement * Consistently present yourself professionally | * Always treat everyone fairly and with respect * Support others to effectively perform task * Show genuine interest in differences of interest and opinion | |
| **Evidence:** Provides assistance to other team members in the completion of their assigned tasks and also share knowledge in his area of expertise when needed. Typical case is the implementation of Numbering Management Solution | | |

Rating Scale

2 – Lives the value 1 – Improvement needed 0 – Does not live values

|  |  |  |
| --- | --- | --- |
| **Transparency– Striving to earn your trust and loyalty** | | **Rating**  **2** |
| * Share information and knowledge with other to improve overall performance * Offer feedback to others regularly   Deliver on your promises | * Ensure that information delivered is fully understood by all concerned * Manage expectations by discussing what can be achieved from the outset | |
| **Evidence:** Ensures that all team members are fully aware of tasks assigned by providing regular updates during task execution to the completion of tasks. This is evident in the way E-LMS training program was planned and executed and also sharing of manuals to all staff on E-LMS platform. | | |

Rating Scale

2 – Lives the value 1 – Improvement needed 0 – Does not live values

***Core Values form 12% of overall performance score***

|  |  |  |
| --- | --- | --- |
| **Accountability – Account and accept responsibility for your activities** | | **Rating**  **2** |
| * Personally take ownership and responsibility to deliver * Strive to execute everything you do to an exceptional quality | * Display discretion and sound judgment with confidential information * Take calculated risks in order to keep with best practices | |
| **Evidence:** This value is typically observed in the implantation of E-LMS project by providing regular feedback to superiors concerning the status of the project. Evidence is emails sent to my superiors updating them on progress of E-LMS training program. | | |

Rating Scale

2 – Lives the value 1 – Improvement needed 0 – Does not live values

|  |  |  |
| --- | --- | --- |
| **Trust** – Assured reliance on character, ability and strengths | | **Rating**  **2** |
| * Demonstrate through your actions that you value strong relationships * Communicate openly and honestly with everyone | * Recognize and thank others for their inputs, ideas or contribution | |
| **Evidence:** This is typical of his continuous support to project team members by making himself readily available to work and achieve results for the attainment of project goals. Evidence is deployment of system which are reliable in terms of downtimes e.g. NCA website, Complaints system, Type approval portal, etc | | |

Rating Scale

2 – Lives the value 1 – Improvement needed 0 – Does not live values

***Core Values form 12% of overall performance score***

|  |  |  |
| --- | --- | --- |
| **Innovation – Initiative that transforms lives and work processes** | | **Rating**  **1** |
| * Persist even when it is not easy and look for ways around obstacles * Go the extra mile * Welcome and embrace change | * Always make cost-effective, value-for- money decisions * Share ideas to improve processes and services * Aim to reach your full potential through growth and development | |
| **Evidence:** This was evident in the manner in which he pushed for the installation of fiber connection to NCA by NITA for the implementation of Government led projects. This was evident by ensuring that NCA purchases the necessary equipment needed for the installation when the project lacked those resources. | | |

Rating Scale

2 – Lives the value 1 – Improvement needed 0 – Does not live values

|  |  |  |
| --- | --- | --- |
| **Consistency – Reliable conduct to facilitate fairness and accuracy** | | **Rating**  **2** |
| * Always treat everyone with equal respect * Take actions that are guarded by procedure/rules | * Always seek both internal and external customer interests | |
| **Evidence:** Attitudes towards tasks assigned and its execution to the latter has always been consistent and conducts himself in a manner that ensures tasks are efficiently delivered. Typical evidence is the consistency in delivery of the E-LMS training across different sections of staff. | | |

Rating Scale

2 – Lives the value 1 – Improvement needed 0 – Does not live values

***Core Values form 12% of overall performance score***

Section 5: Personal Development Plan (PDP)

(To be completed by appraiser in discussion with appraisee)

|  |  |  |  |
| --- | --- | --- | --- |
| **Identified Learning & Development Needs** | **Development Action**  **Eg. Training, Coaching etc.** | **Responsibility**  **(Appraiser/Appraisee/ Authority)** | **Time frame** |
| Requires MSc. In Software Engineering to effectively manage all software applications both implemented and yet to be implemented. | MSc. Software and Computational Techniques in Software Engineering. | Appraisee/Organisation | September 2016 – September 2017 |

Section 6: Comments

1. **Appraiser’s comments on Achievements**

|  |
| --- |
| Alhaji Osman Alhassan has been very instrumental in the attainment of the department’s objectives by faithfully and effectively discharging his duties during the period in developing a series of software applications for the Authority, including Complaints Management System, Learning Management System, Numbering Management System etc.  Osman must be commended for his excellent role in redesigning and managing both the Authority’s and DTT mission critical website as well as providing support for the critical systems within the Engineering, Consumer and Regulatory Administration Division. |

Name\_\_KENNETH ADU-AMANFOH\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_30/04/2016\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Appraisee’s Comments**

|  |
| --- |
| I agree with the assessment of my supervisor and wish to ask for more support and capacity building in order to boost my performance in the execution of duties. |

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_30/04/2016\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section 6: a) Overall Rating Scale

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Final Score** | **80% upwards** | **79- 65%** | **64 -50%** | **49 -41%** | **40%** |  |
| Rating Range | **5.6 – 5.0** | **4.9 – 3.7** | **3.6 – 2.7** | **2.6 – 1.7** | **1.6 –Below** |
| Description | Outstanding Performance | Exceeded Performance | Consistent Performance | Below Expectation | Unacceptable |
| **TOTAL ASSESSMENT SCORE** | **Objectives**:  2.5 | | **Core Competencies:**  0.6 | | **Core values:**  1.3 | **Total:**  4.4 |

**The overall performance score consist of the following:**

**Objectives: 70%**

**Core Competencies: 18%**

**Core values: 12%**

**Total: 100%**

**b) Assessment Recommendations (By Head of Division)**

Approved Not Approved

Award of Bonus \_\_X\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Award of Increment \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Recommended for of Promotion \_\_X\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Recommended for Demotion \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

1. **Head of Division’s Comments**

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| --- |
|  |

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

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