



KATSINA STATE INSTITUTE OF TECHNOLOGY AND MANAGEMENT

P. M. B. 2101. KATSINA

OFFICE OF THE REGISTRAR

JUNIOR STAFF ANNUAL PERFORMANCE APPRAISAL FORM (CONFIDENTIAL)

SECTION "A": PERSONAL RECORD OF STAFF

STAFF NO.:.....

(To be completed by the staff in triplicate)

(Period of Report: from.....to.....)
(MM/YYYY) (MM/YYYY)

1. Full Name:.....
2. Date of Birth:.....
3. Department:.....
4. Qualifications held (Underline those acquired during period of report);
.....
.....
.....
.....
5. Date of First Appointment:.....
6. Present Substantive Rank:.....
7. Date of Last Promotion:.....
8. Additional relevant and approved training since last report:.....
.....
.....
.....
9. CONTEDISS:.....
10. JOB DESCRIPTION:
(a) State below in order of importance, the main duties performed during period of report:
.....
.....
.....
.....
.....

(b) State any adhoc duties performed which are not of continuous nature:

.....
.....

I affirm that the information in this form is to the best of my knowledge true and accurate.

.....
Signature of Staff **Date**

SECTION "B":

To be completed by the Apparaisee's Sectional Head in Consultation with the Head of Department (where necessary)

1. He/She has served under me for a total period ofyears

2. Number of queries, warnings, etc. issued and dates:

a)

b)

c)

d)

.....
Signature of Sectional Head **Date**

.....
Name of Sectional Head **Date**

SECTION "C":

(To be completed by the Head of Department after due consultation with the Sectional Head)

PERFORMANCE ON THE JOB (ASSESSMENT OF THE QUALITY OF WORK)

The assessment of the quality of work will be done on the basis of the attributes listed below. Each attribute attracts a maximum of 10 points totaling 100%.

S/NO	CRITERIA	DETAILS OF SCORE ON THE CRITERIA	POINTS AWARDED
i)	Relationship with colleagues	- Highest score: Sensitive to other people's feeling, tactful and understanding of personal problems, earns respect (10-20 points). - Lowest Score: Ignores or belittles other people's feelings, intolerant does not earn respect (0-9 points).	
ii)	Acceptance of responsibility	- Highest score: Seeks and accepts responsibility at all times (10-20 points). - Lowest Score: Avoid responsibility, will pass it on when possible (0-9 points).	

iii)	Reliability under pressure	- Highest score: Performs competently under pressure (10-20 points). - Lowest Score: Easily thrown off balance, not reliable even under normal circumstances (0-9 points).	
iv)	Output	- Highest score: Gets work/assignment completed accurately on schedule and in line with established procedures and policy (10-20 points). - Lowest Score: Work always behind schedule and source of constant complaint (0-9 points).	
v)	Punctuality	- Highest score: Regularly punctual at work (10-20 points). - Lowest Score: Little regard for punctuality (0-9 points).	
Total		100	

1.

Certification by the Appraisee:

I certify that I have seen the contents of this report and that my immediate supervisor has discussed them with me. I have the following comments to add/I have no comments to add

.....

Name:.....

Signature:.....

Date:.....

2.

Recommendation by Head of Department:

(Fill whichever is applicable)

a) Promotion to:..... Effective Date.....

b) Warning:

c) Training Recommendation:.....

d) Other Recommendation(s):

(e.g. Redeployment, Re-assignment, Re-designation etc)

e) Termination of appointment:

3. Comments on the Recommendation

.....

.....
Signature of HOD

.....
Date

.....
Name of HOD

.....
Rank

SECTION "D":

(Counter signing by the Registrar)

I support the recommendation/I do not support the recommendation.

Name:.....

Signature:.....

Date:.....