



UNIVERSITY OF EDUCATION, WINNEBA

DIVISION OF HUMAN RESOURCE

STAFF APPRAISAL FORM – JUNIOR/SENIOR STAFF

SECTION A – *(To be completed by Appraisee)*

1. Name:

Rank/Status:.....

Department:

Appraisal Period From:..... To:

2. Provide a summary of your job schedule

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3. List some key achievements in the year under review

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4. List some challenges you encountered in handling your schedule

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Signature of Appraiser:.....

Date:.....

SECTION B – (To be completed by Appraiser)

Kindly use the grading as indicated below to complete the table.

GRADING: A – EXCELLENT B – VERY GOOD C – GOOD D – SATISFACTORY E – POOR

JOB KNOWLEDGE	• GRADE	• COMMENT
Ability to learn Quality of work Ability to work under pressure		
RESPONSIBILITY		
Initiative/ Innovativeness Dependability Acceptance of additional responsibility		
RELATIONSHIPS		
With Superiors With Peers With Subordinates With Students/ Visitors		
PERSONAL QUALITIES		
Judgement Regularity Punctuality Attitude toward work, enthusiasm, effort Grooming standards		

Signature of Appraiser: Date:



DIVISION OF HUMAN RESOURCE

STAFF APPRAISAL FORM – SENIOR MEMBERS (NON-TEACHING)

SECTION A – *(To be completed by Appraisee)*

Name:..... Department:.....

Designation:..... Date of Present Appointment.....

Appraisal Period From:..... To:

Campus:.....

PART 1: To be completed by the appraisee

JOB OUTLINE

1. List your schedule of duties

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2. List any special assignments and other activities outside your main job description, which you undertook during the period under review

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ASSESSMENT OF PERFORMANCE

3. How would you assess yourself in terms of the following core skills relevant to your position using the grading scale below? Please tick or circle as appropriate.

7	Outstanding	Demonstrates exceptionally strong levels of skill at all time
6		Markedly exceeds requirements of the post
5		Meet and sometimes exceeds the requirements of the post
4		A sound and acceptable performance – the standard expected to meet the requirements of the post.
3		Acceptable but occasional shortcoming in performance
2		Some areas of weakness-training and development needs identified
1		Unsatisfactory

- i. Administrative Skills
- ii. Personal Skills
- iii. Problem-Solving Skills
- iv. People Management Skills
- v. Interpersonal Skills

1	2	3	4	5	6	7
1	2	3	4	5	6	7
1	2	3	4	5	6	7
1	2	3	4	5	6	7
1	2	3	4	5	6	7

4. DEVELOPMENT AND TRAINING

- i. In which areas do you feel you could have improved your performance?

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- ii. Outline your career objectives for the next appraisal period

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- iii. List your own training requirements which would assist you in meeting your career objectives

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Appraisee's Signature: Date:

PART II - To be completed by Appraiser

1. Assess the performance of the Appraisee in the core skills listed using the grading scale provided

- i. Administrative Skills
- ii. Personal Skills
- iii. Problem-Solving Skills
- iv. Technical/Functional Skills
- v. Interpersonal Skills

1	2	3	4	5	6	7
1	2	3	4	5	6	7
1	2	3	4	5	6	7
1	2	3	4	5	6	7
1	2	3	4	5	6	7

2. Comment further on the Appraisee's performance noting any significant achievements, problems or constraints.

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Name of Appraisee.....

Signature:

Date:.....