

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
3.	List some key achievements in the year under review
4.	List some challenges you encountered in handling your schedule
Signati	ure 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



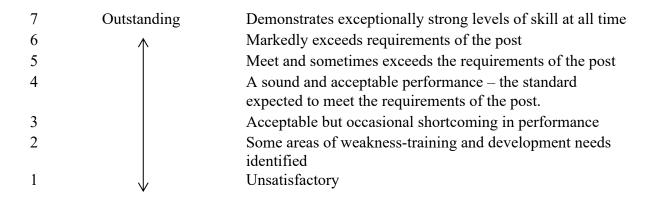
DIVISION OF HUMAN RESOURCE

STAFF APPRAISAL FORM - SENIOR MEMBERS (NON-TEACHING)

SECTION A – (To be completed by Appraisee)

Name	<u>:</u>	Department:
Desig	nation:	Date of Present Appointment
Appra	aisal Period From:	To:
Camp	ous:	
PART	Γ 1: To be completed by the appraisee	
JOB (OUTLINE	
1.	List your schedule of duties	
2.	List any special assignments and other act undertook during the period under review	tivities outside your main job description, which you

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.



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

iii.

objectives

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.	DEV	ELOP	MENI	AND	IKAINING

1.	In which areas do you feel you could have improved your performance?
ii.	Outline your career objectives for the next appraisal period
••	

List your own training requirements which would assist you in meeting your career

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Appra	II - To be completed by Appraiser							
PART	· II	- To be completed by Appr	aiser					
1.	Praisee's Signature:							
	1							
		Administrative Skills	1	2	3	4	5	6
	ii.	Personal Skills	1	2	3	4	5	6
	iii.	Problem-Solving Skills	1	2	3	4	5	6
	iv.	Technical/Functional Skills	1	2	3	4	5	6
	v.	Interpersonal Skills	1	2	3	4	5	6
		1			ı			
2.	Comi	ment further on the Appraisee's perfo	ormance noting	g any s	ignific	ant ach	ievem	ents,
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