



LAGOS STATE UNIVERSITY, OJO

STAFF PERFORMANCE APPRAISAL AND DEVELOPMENT [SPADEV] REPORT REVIEW FORM FOR YEAR (NON-TEACHING -JUNIOR STAFF)

1. PERSONAL STAFF DATA.

a. Name & PF:	b. Current Substantive Post , Grade Level & Step
c. Date, Designation & Grade Level of 1st Appointment	d. Position Sought [If Promotion]
e. Date of Present Substantive Post	f. Current Department & Location
g. Unapproved Absence During Review Period	h. Confirmation of Appointment Date
i. Institution[s] Attended & Qualification[s] obtained	
Institution[s]	Qualification[s] obtained
	Date
j. Immediate Supervisor Name: Designation:	k. Departmental Supervisor Name: Designation:

Explanation/Guiding Notes

- The whole essence of performance appraisal as encapsulated in this form is premised on the existence of the University Mandate/Departmental Assignment of responsibilities which are required to be met during the Reporting/Review Period. It is also premised on the fact that the Appraiser, the Appraisee and the Departmental Supervisor have common understanding of the particular goals and objectives to be achieved during the Reporting/ Review Period. The focus is therefore on how well the deliverables have been met.
- At the beginning of the Reporting/Review Period, the immediate supervisor will hold a Performance Planning Session and agree on employee’s key job responsibilities and expected deliverables for the Reporting/Review Period. Both would develop a common understanding of goals and objectives (desired from the University’s mandate) that need to be achieved; identify the most important competencies that the employee must display in doing the job and create appropriate individual development plan for the employee. Copies of the agreed

performance plan are to be approved by the Departmental Supervisor and retained by the employee and the Office of the Registrar.

- During the Reporting/Review Period , the employee will execute the agreed Performance Plan (Performance Execution) with immediate Supervisor given necessary support; maintaining Performance Records; updating key responsibilities as conditions change; providing feedback and coaching for success; providing development experiences; reinforcing effective behaviour; and conducting a midterm review to monitor progress and where appropriate, issue Performance Improvement Plan (PIP) to underperforming employee.
- At the end of each Reporting Period (Mid-term or End of Year), the immediate supervisor would carry out Employee's Performance Assessment by completing this form and discussing Performance Review scores with the Employee. Copies of Performance Review, including comments are thereafter shared with the Departmental Supervisor for sign-off. Employee Development Plan and other related issues would be processed by the Registrar's Office.

2. SELF EVALUATION ASSESSMENT

a. List your key responsibilities during the period of review.

b. What factors hindered your effectiveness on the job?

c. How can these factors be eliminated/overcome?

d. What could be done to improve your effectiveness on the job?

e. State any outstanding achievements or value creating activity(ies) outside your core job function performance during the review period.

f. Mention any personal development undertaken during this period.

g.	CHARACTER/BEHAVIOURAL SKILLS	SCALE RATING (30 Marks)				
		(5)	(4)	(3)	(2)	(1)
1	Willingly takes on challenging tasks and accepts responsibilities.					
2	Works well in a team [including peers, supervisors or subordinates]					
3	Ensures proper organisation of work.					
4	Effective/Efficient utilization of resources.					
5	Is punctual and time conscious in meeting commitments					
6	Dresses professionally to project the good image of the University.					
Total						

Supervising Officer’s Remarks & Signature

3. OPERATIONAL SCALING

FIVE SCALE RATING

- **Exceptional (5) (90% and above)** an exceptional employee who consistently exceeds his or her goals.
- **Outstanding (4) (70%-89%)** an employee who meets all or most of his or her goals and may have occasionally exceeded some.
- **Good / Satisfactory (3)(50%-69%)** an employee who meets most of his or her goals consistently.
- **Below Average (2)(36%-49%)** an employee who has not met a significant portion of his or her goals.
- **Unacceptable (1) (35% and below)** an employee who has not met any of his or her goals.

*NOTE: The overall ratings above “outstanding” which is 89% **must** be supported with documentary evidence of **commendation/award/recognition** for exceptional performance from an authority **not below** the Dean of a Faculty or Director of a Service Area, which had been communicated to Establishments before the distribution of this assessment form.*

GENERAL JOB DESCRIPTION /KEY RESPONSIBILITIES AS AGREED FOR THE REPORTING PERIOD:

List Employee's responsibilities in descending order from primary to secondary, down to minor functions

GOALS AND OBJECTIVES :

List out set Goals /Targets of the Unit/Department as discussed and agreed with Employee at the beginning of the Reporting Period- including Special Assignments and Projects.

MID-YEAR PERFORMANCE REVIEW (SIX MONTHS)

S/N	PARAMETERS [As applicable to the achievement of the set goals and objectives in the reporting period]	SCALE RATING				
		E (5)	O (4)	G/S (3)	BA (2)	U (1)
1	OPERATING RESULTS (against agreed goals and KPIs) Quantity and quality of Work Delivered: <i>Is there a good balance between quantity and quality?</i>					
2	COMMUNICATION AND INTERPERSONAL SKILLS: <i>Employee's ability to relate ideas and methods to others, taking into account written as well as verbal abilities.</i>					
3	CREATIVITY AND INNOVATIVENESS: <i>Employee's ability to work creatively and with innovation.</i>					
4	ENTHUSIASM AND RESPONSIVENESS: <i>Employee's interest and commitment to his or her work and the University.</i>					
5	LEADERSHIP/SUPERVISORY OR MANAGERIAL SKILLS: (where applicable) <i>Employee's leadership qualities and skills with regard to motivating subordinates, ability to spot problems, make timely decisions to find competent alternative solutions – managing people and leading by example.</i>					
6	TASK EXECUTION SKILLS: <i>Employee's planning, organisational and time management skill in terms of task execution.</i>					
7	PROFESSIONAL/TECHNICAL PROFICIENCY Employee's display of expertise, problem solving initiative and foresight					
8	INTER-PERSONAL RELATIONSHIP AND RELATION WITH OUTSIDERS (Internal & External): <i>Ability to work with colleagues as a team and exhibit good customer relations</i>					
9	GENERAL COMPETENCE Employee's ability to deliver on task/assignment with little or no supervision					
10	CONTRIBUTION TO UNIVERSITY'S EFFECTIVENESS <i>How employee performance has contributed to the University's success and achievements.</i>					
TOTAL SCORE						

Supervisor/H.O.D's Signature & Date: _____

Employee's comments and acceptance /disagreement of Supervisor's review, ratings and developmental plan. Comment on constraints (if any) in the course of duty

Name

Signature and Date

Comments of Head of Department on Performance Review, Ratings and Developmental Plan with Approvals

Name

Signature and Date

END-YEAR PERFORMANCE REVIEW

S/N	PARAMETERS [As applicable to the achievement of the set goals and objectives in the reporting period]	SCALE RATING				
		E (5)	O (4)	G/S (3)	BA (2)	U (1)
1	OPERATING RESULTS (against agreed goals and KPIs) Quantity and quality of Work Delivered: <i>Is there a good balance between quantity and quality?</i>					
2	COMMUNICATION AND INTERPERSONAL SKILLS: <i>Employee's ability to relate ideas and methods to others, taking into account written as well as verbal abilities.</i>					
3	CREATIVITY AND INNOVATIVENESS: <i>Employee's ability to work creatively and with innovation.</i>					
4	ENTHUSIASM AND RESPONSIVENESS: <i>Employee's interest and commitment to his or her work and the University.</i>					
5	LEADERSHIP/SUPERVISORY OR MANAGERIAL SKILLS: (where applicable) <i>Employee's leadership qualities and skills with regard to motivating subordinates, ability to spot problems, make timely decisions to find competent alternative solutions – managing people and leading by example.</i>					
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9	GENERAL COMPETENCE Employee's ability to deliver on task/assignment with little or no supervision					
10	CONTRIBUTION TO UNIVERSITY'S EFFECTIVENESS <i>How employee performance has contributed to the University's success and achievements.</i>					
TOTAL SCORE						

SUMMARY OF OVERALL PERFORMANCE REVIEW:

S/N	Assessment	Marks Obtainable [%]	Employee's Actual Score	Percentage of overall score
1	Employee Self Assessment	30		
2	Mid Year Assessment	50		
3	End Year Assessment	50		
	Total	130		

Note: Percentage of overall score obtained = $\frac{\text{Total Actual Score Obtained by employee}}{\text{Total Marks Obtainable}} \times 100$
130

Supervisor/H.O.D's Signature & Date: _____

CAREER OBJECTIVE:

Comment on Employee's POTENTIAL for growth within the University. Cite Major strengths.

LIST THE TRAINING ACQUIRED DURING THE REPORTING YEAR:

1. _____
2. _____
3. _____
4. _____

EMPLOYEE'S DEVELOPMENTAL NEEDS:

Suggest steps such as Training, On-the-job coaching by immediate Supervisor or other Experienced Person, Special Assignments, Activities, Projects, Participation in Special Teams. Give dates for suggested activities.

_____ *Name* _____ *Signature and Date*

Departmental Supervisor's Recommendation [Promotion/Annual Increment]

_____ *Name* _____ *Signature and Date*

Employee's comments and acceptance /disagreement of Supervisor's review, ratings and Developmental Plan. Comment on constraints (if any) in the course of duty.

Name

Signature and Date

Registrar's Sign-off

Name

Signature and Date