



# LAGOS STATE UNIVERSITY (OJO)

## REWARD & RECOGNITION AWARDS COMMITTEE

### NOMINATION AND ASSESSMENT FORM FOR INDIVIDUAL STAFF (NON-TEACHING)

Name of Nominee: ..... Status: .....

Type of Award Nominated For: ..... Department: .....

Category of Award (Senior [ ], Junior [ ])

Kindly rate the attributes below using the following:

- Excellence - 5
- Very Good - 4
- Good - 3
- Fairly Good - 2
- Poor - 1

S/N	ATTRIBUTES	DESCRIPTION	SCORE				
			1	2	3	4	5
1.	PUNCTUALITY	Resumption at work as at when due					
2.	REGULARITY	Demonstrating a consistent set of rules					
3.	EFFECTIVENESS	Doing the right thing at the right time					
4.	QUALITY OF WORK	Maintaining very high standards of work					
5.	HONESTY	A character devoid of dishonesty					
6.	INTER PERSONAL RELATIONSHIP	Relationship between two or more people					
7.	EFFICIENCY	Using minimum resources to achieve maximum result					
8.	APPEARANCE	Neatness					
9.	PRODUCTIVITY	Output of work					
10.	DEDICATION	Commitment to work					
11.	INITIATIVE	Ability to act with minimal or without supervision					
12.	TEAM WORK	Cooperative effort to achieve the needed result					

13.	CLIENT/STUDENT SERVICE DELIVERY	Satisfactory response to request						
14.	POSITIVE BEHAVIOUR	Acceptable behaviour						
15.	EXEMPLARY EFFORT	Goal getter						
16.	OUTSTANDING ACHIEVEMENTS	A noticeable achievement that stands out						
17.	INNOVATION	Introduction of something new						
18.	PRO-ACTIVENESS	Acting in advance to deal with unexpected change and proffering solution to challenges anticipated						
19.	LOYALTY	Devotion to the University Course						
20.	LEADERSHIP QUALITY	Ability to Coordinate effectively						

**Comment on specific outstanding acts to warrant nomination**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....  
**Name (Optional)**

.....  
**Signature & Date (Mandatory)**