

10. MEMBERSHIP OF PROFESSIONAL BODIES

11. CAREER WITHIN THE POLYTECHNIC:

		POSITION	OTHER JOB TITLES	CONTEDISS/STEP	DEPARTMENT	DATE
1	1 ST APPOINTMENT					
2	PROMOTED/ HARMONISED/ REGRADED TO					
3						
4						
5						
6						
7						
8						
9						



12. DETAILS OF DUTIES IN THE POLYTECHNIC

State below in order of importance the main duties performed during the period of evaluation;
[Where necessary, additional sheet(s) may be used and attached]

- i. _____
- ii. _____
- iii. _____
- iv. _____
- v. _____
- vi. _____
- vii. _____
- viii. _____
- ix. _____
- x. _____
- xi. _____
- xii. _____
- xiii. _____
- xiv. _____
- xv. _____
- xvi. _____
- xvii. _____
- xviii. _____
- xix. _____
- xx. _____
- xxi. _____
- xxii. _____
- xxiii. _____



13. SERVICES ON THE POLYTECHNIC COMMITTEES

S/N	NAMES OF COMMITTEE	DATE		STATUS
		FROM	TO	

14. DETAILS OF ANY PROFESSIONAL PUBLICATIONS/INVENTION

15. SERVICES ON RELEVANT BODIES OUTSIDE THE POLYTECHNIC (with details)



16. AWARDS OR COMMENDATIONS

17. ADDITIONAL RESPONSIBILITIES HELD DURING THE PERIOD OF EVALUATION (Attached evidence, if any)

Note:

Give at least five (5) reasons to convince the Implementation Committee that you deserve the Award you are competing for. Please attach evidence if necessary. The Implementation Committee may request for Evidence of other claims.

1.

2.

3.

4.



5.

Applicant's Signature and Date

PART B

[To be completed by the Applicant's immediate Supervisor]

S/N	Attributes	Description of Attributes	Maximum Marks Obtainable = 52	Actual Mark Awarded
1	Attention to details	Pays attention to details and instructions	4	
2	Creativity	Has the ability to think and act for himself	4	
3	Emotional Balance	Stays focus at work	4	
4	Digital Communication and Social Media Expertise	Shows adequate Knowledge of Digital Communication	4	
5	Communication Skills (Oral & Writing)	Puts his points across convincingly and concisely	4	
6	Acceptance of Responsibility	Seeks and accepts responsibility at all times	4	
7	Reliability under Pressure	Performs Competently and Reliably under pressure	4	
8	Regularity at Work	Very high regards for regularity at work	4	
9	Punctuality at Work	Coming to work early	4	
10	Drive and Determination	Whole-hearted application to tasks; determined to carry task through to the end	4	
11	Quality of Work	Maintains very high standards; work is virtually error-free	4	
12	Awards or Commendations		4	
13	Community Service		4	

Total Score = _____

Name of Supervisor

Signature and Date



Other Variables – (To be completed by the Implementation Committee of Staff Award)

S/ N	Awards or Commendation Letters 2	Additional Skills Acquired with Evidence 5	Community Service 3	Committee Membership 5	Staff performance/ File Auditing 5	Maximum Score 20
1						
2						
3						
4						
5						
6						
7						

Observance of Ethical Standards which include

S/ N	Honesty and Integrity 3	Transparency 2	Fairness 2	Confidentiality 3	Professionalism 3	Spirit of Teamwork 5	Maximum Score 18
1							
2							
3							
4							
5							
6							

ANALYSIS OF THE SCORES

i.	Evaluation Variables	52 marks
ii.	Report of Head of Division/Department	10 marks
iii.	Other Variables	20 marks
iv.	Observance of Ethical Standards	18 marks
	Total	100 marks

