



**JOINT TAX BOARD (JTB)
UNIQUE TAXPAYER IDENTIFICATION NUMBER (UTIN) PROJECT**

**Bi-Annual Performance Appraisal Form for UTIN Project
Team Members/Support Staff**

APPRAISAL FORM

Overall Scores	
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PART A

Employee Information

Name.....

Job Title.....

Qualifications.....

Supervisor's Name.....

Date of Posting to function.....

Evaluated By.....

PART B

(1) Details of Key Activities

S/N	KEY ACTIVITIES	KEY PERFORMANCE INDICATORS (KPI)
i		
ii		
iii		
iv		

v		

(2) Have you agreed to the activities with your Supervising Officer?

Yes/No.....

PART C

Performance Evaluation

RATINGS

S/n	Personal Attributes/Description	Excellent (5.0)	Good (4.0)	Satisfactory (3.0)	Average (2.5)	Below Av (1.5)	Poor (1.0)
1	Quality Completes high quality work according to specifications. Thoroughly follows standards and procedures: keeps complete records, pays allocation to details.						
2	Desire to improve Quality Continually looks for ways to improve and promote quality. Applies feedback to improve performance.						
3	Job Knowledge Possesses skills and knowledge to perform the job completely.						
4	Communication Organizes and express ideas and efficient methods of conveying the information.						
5	Interpersonal Skills Sensitive to the needs, feelings and capabilities of others. Approaches others in a non-threatening and pleasant manner and treats them with respect.						
6	Teamwork Works on Projects as part of a team, exchanging ideas and contributing skills that complement those of the team member. Fulfils commitments to team members.						

7	Ethics Maintains high level of character and a professional attitude and is able to conform and promote service standards of conduct.						
8	Initiative Strives to learn and improve. Seeks out ways to improve. Does not remain idle- is hardworking and self-motivated.						
9	Punctuality Maintains high level of punctuality to work- comes regularly to work and on time too.						

General Observation

- What were your specific accomplishments during this appraisal period?
.....
- Which goals or standard did you fall short of meeting?
.....
- How could my Manager help me to do a better job?
.....
- Is there anything that the organization or my Manager does to hinder my effectiveness?
.....
- What changes will improve my performance?
.....
- Does my present job make the best use of my capabilities? How could I become more productive?

PART D

(i) Employee's Comments

I agree with the Evaluation/I do not agree with the evaluation.

Comments:

Name.....

Sign/Date.....

(ii) Project Manager/ Steering Committee Member's Comments:

Name.....

Sign/Date.....

PART E

SUMMARY SCORE

S/N	PERSONAL ATTRIBUTES	SCORE
1.	Quality	
2.	Desire to improve quality	
3.	Job Knowledge	
4.	Communication	
5.	Interpersonal Skills	
6.	Teamwork	
7.	Ethics	
8.	Initiative	
9.	Punctuality	
	TOTAL	