



APPENDIX H1

NGF SECRETARIAT EMPLOYEE APPRAISAL FORM

EXAMPLE OF A FILLED APPRAISAL FORM

Employee Name:

Position:

Supervisor Name:

Department:

Date for Completion (listed below)

Self-assessment by Employee:

Review and Completion by Supervisor:

DG Instructions: Please give this form to each of your employees no later than October 25 and ask the employee to complete and return his/her self-assessment to you by October 30. Upon receipt of the employees' self-assessment, complete your section and return it to Human Resources by November 1.

Employee Instructions: Please complete and return your self-assessment to your supervisor by October 30. Feel free to discuss any questions you have with your supervisor or with Human Resources.

Rating scale:

- | | | |
|---|---|---|
| 1. Unacceptable (fails to meet standards) | - | 1 |
| 2. Needs improvement (frequently fails to meet standards) | - | 2 |
| 3. Satisfactory (generally meets standards) | - | 3 |
| 4. Outstanding (frequently exceeds standards) | - | 4 |
| 5. Excellent (consistently exceeds standards) | - | 5 |

SECTION 1: Performance of Key Job Duties

Employee Instructions: Please review the attached copy of your job description. Make any needed revisions on the copy and rate your performance of the key job duties below.

Supervisor Instructions: Please review the attached copy of the employee's job description and any employee revisions. Make any additional changes on the copy and rate the employee's performance of the key job duties below.

Example

Employee: 5

Comments: I have now held this position for three years. I perform all my key job duties at the highest level.

Supervisor: 4

Comments: Employee performs all the key job duties at a very high level.

SECTION 2: Completion of Annual Goals

Specific goals for 2016 were:

Goal1: Improve relationship with development agencies.

Employee Score: 3

Comments: This was a very high goal! I could have achieved better success but for the wait-and-see' attitude of the development agencies who are still assessing the direction of the new government at the center.

Supervisor Score: 4

Comments: Although the relationship and collaboration with development agencies have cooled, The Agencies have continued to assure us that our relationship is strong and as soon as their governments and donors are comfortable with the direction of our government they will immediately begin to collaborate again.

Goal 2: Oversee online activity including social media undertaken by the Forum and to ensure it continues to reach appropriate audiences at the state level and vice versa.

Employee: 4

Comments: In the past one year we integrated mass broadcasting and social media tools such as Skype, Whatsapp into our communication tools with the states. This has helped in the timely dispensation of information from the Secretariat and timely response from the States.

Supervisor: 4

Comments: This goal was met. Tunde needs to work with the ICT department to ensure the success recorded with the improved communication abilities in the States can be replicated with the developmental partners and within our organization.

Goal 3: Work with website designer and content contributors to assure that all content meets NGF standards

Employee: 5

Comments: I started working closely with our website designer and all content contributors this

year. This result has been more visibility coming from our website and a more focused and consistent marketing approach.

Supervisor: 5

Comments: There has been enormous improvement in this area, due to his thorough and focused work on the website content. Well done,

SECTION 3: General Performance Requirements

1. **Quantity of Work** (The quantity of work produced and the promptness with which it is completed)

Employee: 5

Comments: The quantity of work I produce is at the highest level. I consistently put in very long hours each day and often work weekends and holidays.

Supervisor: 5

Comments: Employee is a very hard worker. I recognize the long hours spent in this job and hope that with vacant positions filled shortly, these will no longer be necessary.

2. **Quality of Work** (The ability displayed and accuracy of work produced, meeting organization standards, neatness)

Employee: 5

Comments: The quality of the work I produce is at the highest level. Finished products are usually error-free, thus avoiding costly reprints and time delays.

Supervisor: 4

Comments: Tunde's quality is high but there have been some errors which went all the way to print. More focus needs to be given to final proofreading and to my suggestion that final proofing and editing be outsourced instead of being done in-house.

3. **Knowledge of Job** (Basic knowledge and equipment necessary to do the job)

Employee: 5

Comments: I have the knowledge and equipment needed to perform my job.

Supervisor: 5

Comments: Tunde possesses the knowledge and skills to perform the job at a very high

level. The Department has state-of-the-art equipment and computer hardware and software.

4. **Dependability** (Amount of supervision required, punctuality and attendance)

Employee: 5

Comments: I can always be depended upon to perform my job and help others perform theirs. My punctuality daily and at meetings and attendance is good.

Supervisor: 4

Comments: Tunde is very dependable. But there have been problems with showing up late at management meetings. Being at our meetings when they start is important!

5. **Teamwork** (Willingness and cooperativeness with co-workers and supervisors, ability to accept constructive criticism)

Employee: 4

Comments: In my eagerness to complete work on a timely basis and well, I sometimes am not the best team player. I also realize that I often do not fully welcome my supervisor's suggestions, such as proof reading and editing.

Supervisor: 3

Comments: Tunde needs to work on being a better member of our team and needs to be more receptive to trying ideas presented to her in an effort to help perform the job better.

6. **Adherence to Policy** (Adherence to policies and procedures)

Employee: 4

Comments: I adhere to organization policy very well but feel that we managers need to have more input on what our policies are.

Supervisor: 4

Comments: Tunde does follow policy well. I agree that we need a more participative management style at the company and this will be one of my goals for next year.

7. **Attitude** (The demeanor used in dealings with clients/partners, co-workers and supervisors)

Employee: 5

Comments: I have excellent relationships with our clients and vendors and am working to have the same with my co-workers and supervisor.

Supervisor: 4

Comments: Tunde does get along exceedingly well with our clients and vendors. I am constantly receiving commendation from them! As noted above, more attention needs to be given to working well with coworkers and with me.

8. **Initiative** (The degree to which an employee searches out new tasks and expands abilities professionally and personally)

Employee: 3

Comments: Although this is an area I feel I could excel in, due to time constraints (lack of staff this year), I have not taken as much initiative as I would like to have taken. This will be one of my goals for next year.

Supervisor: 3

Comments: As one of our managers, Tunde does need to take more initiative to broaden the scope of his job and his contribution to our organization. I will work with him next year to make sure this improves.

SECTION 4: Overall Rating

Employee: 4

Comments: In summary, I think I am performing at an outstanding level. I recognize that there are areas for improvement and look forwarding to working on these.

Supervisor: 4

Comments: Tunde is definitely an above-average, outstanding employee. With focus on areas needing improvement, performance could be at the highest level in all areas.

Employee Total Score:
Score:

57

Total Score: 65

Percentage (87.7%)

Supervisor Total

48

Total Score: 65

Percentage (73,8%)

SECTION 5: Recommendations for improvement/career development

Employee Comments: Next year I would like to attend an executive management course to help with my general management skills and with building a better team environment in my department as well as becoming a better team member in the company. I also hope to complete my Master's degree.

Supervisor Comments: Attendance at an outside management course will be beneficial to employee and I will support this expenditure. Completion of a Master's degree will also help in career progression at our organization.

SECTION 6: General Comments and Signatures

Employee Comments: I appreciate the opportunity for this performance review and the support and direction my supervisor has given this year. I look forward to working with my supervisor and at this organization for many years to come.

Employee Signature:

Date:

Supervisor Comments: Employee is an outstanding employee whose contributions we appreciate and look forward to and I will recommend to be promoted to the next salary step.

Supervisor Signature:

Date:

Human Resources Signature:

Date:

Copy: Employee, Supervisor

Original: Personnel File

300	250			StandardArticleFile
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Performance Management