



**ACCRA
TECHNICAL
UNIVERSITY**

STAFF PERFORMANCE PLANNING, REVIEW AND APPRAISAL FORM

**STAFF PERFORMANCE
PLANNING, REVIEW
AND APPRAISAL FORM
FOR SENIOR MEMBERS
(TEACHING)**

**ACCRA TECHNICAL UNIVERSITY
PERFORMANCE MANAGEMENT
STAFF PERFORMANCE PLANNING, REVIEW AND APPRAISAL
FORM FOR SENIOR MEMBERS (TEACHING)
(STRICTLY CONFIDENTIAL)**

SECTION 1 – APPRAISEE PERSONAL INFORMATION

PERIOD OF REPORT: FROM: TO:.....

Title: Prof. Assoc. Prof. Dr. Mr.

Mrs. Ms. Other (Please specify)

Surname: First Name:

Other Name(s):.....

Gender: Male Female

Grade/Salary (p.a) SSSP

Present Job Title/Position:.....

Department/Division:.....

Date of Appointment to present grade:.....

TRAINING RECEIVED DURING THE PREVIOUS YEAR

INSTITUTION	DATE: (DD/MM/YYYY)	PROGRAMME

SECTION 2: PERFORMANCE PLANNING

To be agreed between the Appraiser and the Appraisee at the start of the annual appraisal cycle or when a new employee is engaged. Total marks obtainable shall be equal to 60. Marks obtainable shall be divided equally among the key results agreed on.

KEY RESULT AREAS (To be drawn from employees job description)	TARGETS (Results to be achieved, should be specific, measurable, achievable, realistic and time-framed)	TIME LINES	RESOURCES REQUIRED

Key Competencies Required Total marks obtainable shall be equal to 30. Marks obtainable shall be divided equally among the competencies agreed on (Should not be less than 8 and can be selected from the attached list at the end of the form. Please note that the list is not exhaustive)

S/N	KEY COMPETENCIES REQUIRED	REMARKS (IF ANY)

.....

APPRAISER'S SIGNATURE

Date:.....

.....

APPRAISEE'S SIGNATURE

Date:.....

APPRAISER'S NAME:.....

POSITION:.....

SECTION 3: MID-YEAR PERFORMANCE REVIEW

(To be completed in July by the Appraiser and the Appraisee after progress has been discussed and agreements have been reached as detailed below).

NO.	TARGETS	PROGRESS REVIEW	REMARKS

SECTION 4: END OF YEAR PERFORMANCE REVIEW

(To be completed in December by the Appraiser and the Appraisee.
Total Scores obtainable is 60)

NO.	TARGETS	PERFORMANCE ASSESSMENT	EXPECTED SCORE	SCORE OBTAINED	COMMENTS
TOTAL			60		

SECTION 5: ASSESSMENT OF CORE COMPETENCIES

(Should not be less than 8. Total marks obtainable is 30)

S/N	CORE COMPETENCIES	EXPECTED SCORE	SCORE OBTAINED	COMMENTS
1				
2				
3				
4				
5				
	TOTAL	30		

OVERALL ASSESSMENT

To calculate overall scores, add the marks obtained from (i) assessment of performance (ii) assessment of competencies and (iii) evaluation by students. Total marks shall be scored over 100

ITEM	TOTAL MARKS OBTAINABLE	ACTUAL SCORES OBTAINED	REMARKS/ RECOMMENDATIONS
End of year performance review	60		
Assessment of competencies	30		
Evaluation by Students	10		
TOTAL			

The scores shall be interpreted as follows:

Score	80% and above	79-65%	64-50%	49-41%	40% and below
Rating	A	B	C	D	E
Description	Exceptional	Exceeded expectations	Met all expectations	Below Expectation	Unacceptable

Final Decision

(Please use the interpretation above to rate staff):.....

PERFORMANCE IMPROVEMENT INDEX

PERFORMANCE GAPS IDENTIFIED	FACTORS RESPONSIBLE	RECOMMENDATIONS

.....

APPRAISEE'S SIGNATURE

Date:.....

.....

APPRAISER'S SIGNATURE

Date:.....

.....

DIRECTOR OF HR & OD

Date:.....

LIST OF COMPETENCIES

S/N	COMPETENCIES
1	<p>Organization and Management:</p> <ul style="list-style-type: none"> • Ability to plan, organize and maintain work load • Ability to work systematically and maintain quality • Ability to manage others to achieve share goals
2	<p>Innovation and Strategic Thinking:</p> <ul style="list-style-type: none"> • Support for organizational change • Ability to think broadly and demonstrate creativity • Originality in thinking
3	<p>Leadership and Decision Making:</p> <ul style="list-style-type: none"> • Ability to initiate action and provide direction to others • Accept responsibility and decision making • Ability to exercise good judgement
4	<p>Communication (oral, written & electronic)</p> <ul style="list-style-type: none"> • Ability to communicate decisions clearly and fluently • Ability to negotiate and manage conflict effectively • Ability to relate and network across different levels and departments
5	<p>Supporting and Cooperating</p> <ul style="list-style-type: none"> • Ability to work effectively with teams, clients and staff • Ability to show support to others • Ability to adhere to organization's principles, ethics and values
6	<p>Job Knowledge and Technical Skills</p> <ul style="list-style-type: none"> • Demonstration of correct mental, physical and manual skills. • Demonstration of cross-functional awareness. • Building, applying and sharing of necessary expertise and technology.

7	<p>Supporting and Cooperating</p> <ul style="list-style-type: none"> • Ability to work effectively with teams, clients and staff. • Ability to show support to others. • Ability to adhere to organisation's principles, ethics and values
8	<p>Maximising and maintaining Productivity</p> <ul style="list-style-type: none"> • Ability to motivate and inspire others. • Ability to accept challenges and execute them with confidence. • Ability to manage pressure and setbacks effectively.
9	<p>Developing / Managing budgets and saving cost:</p> <ul style="list-style-type: none"> • Firm awareness of financial issues and accountabilities. • Understanding of business processes and customer priorities. • Executing result-based actions
10	<p>Ability to Develop Staff:</p> <ul style="list-style-type: none"> • Able to develop others (subordinates) • Able to provide guidance and support to staff for their development
11	<p>Commitment to Own Personal Development and Training:</p> <ul style="list-style-type: none"> • Eagerness for self-development • Inner drive to supplement training from organization
12	<p>Respect and Commitment:</p> <ul style="list-style-type: none"> • Respect for superiors, colleagues and customers • Commitment to work and organizational development
13	<p>Delivering Results and Ensuring Customer Satisfaction</p> <ul style="list-style-type: none"> • Ensuring customer satisfaction. • Ensuring the delivery of quality service and products

14	<p>Following Instructions and Working Towards Organizational Goals:</p> <ul style="list-style-type: none">• Keeping to laid-down regulations and procedures.• Willingness to act on 'customer feedback' for customer satisfaction.
15	<p>Respect and Commitment</p> <ul style="list-style-type: none">• Respect for superiors, colleagues and customers.• Commitment to work and Organizational Development.
16	<p>Ability to Work Effectively in a Team</p> <ul style="list-style-type: none">• Ability to function in a team.• Ability to work in a team.

**STAFF PERFORMANCE
PLANNING, REVIEW AND
APPRAISAL FORM FOR SENIOR
MEMBERS
(ADMINISTRATIVE AND
PROFESSIONALS)**

ACCRA TECHNICAL UNIVERSITY
 PERFORMANCE MANAGEMENT
 STAFF PERFORMANCE PLANNING, REVIEW AND APPRAISAL
 FORM FOR SENIOR MEMBERS
 (ADMINISTRATIVE AND PROFESSIONALS)
 (STRICTLY CONFIDENTIAL)

SECTION 1 – APPRAISEE PERSONAL INFORMATION

PERIOD OF REPORT: FROM: TO:.....

Title: Prof. Assoc. Prof. Dr. Mr.

Mrs. Ms. Other (Please specify)

Surname: First Name:

Other Name(s):.....

Gender: Male Female

Grade/Salary (p.a) SSSP

Present Job Title/Position:.....

Department/Division:.....

Date of Appointment to present grade:

.....

TRAINING RECEIVED DURING THE PREVIOUS YEAR

INSTITUTION	DATE: (DD/MM/YYYY)	PROGRAMME

SECTION 2: PERFORMANCE PLANNING

To be agreed between the Appraiser and the Appraisee at the start of the annual appraisal cycle or when a new employee is engaged. Total marks obtainable shall be equal to 60. Marks obtainable shall be divided equally among the key results agreed on.

KEY RESULT AREAS (To be drawn from employees job description)	TARGETS (Results to be achieved, should be specific, measurable, achievable, realistic and time-framed)	TIME LINES	RESOURCES REQUIRED

Key Competencies Required Total marks obtainable shall be equal to 30. Marks obtainable shall be divided equally among the competencies agreed on (Should not be less than 8 and can be selected from the attached list at the end of the form. Please note that the list is not exhaustive)

S/N	KEY COMPETENCIES REQUIRED	REMARKS (IF ANY)

.....

APPRAISER'S SIGNATURE

Date:.....

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APPRAISEE'S SIGNATURE

Date:.....

APPRAISER'S NAME:.....

POSITION:.....

SECTION 3: MID-YEAR PERFORMANCE REVIEW

(To be completed in July by the Appraiser and the Appraisee after progress has been discussed and agreements have been reached as detailed below).

NO.	TARGETS	PROGRESS REVIEW	REMARKS

SECTION 4: END OF YEAR PERFORMANCE REVIEW

(To be completed in December by the Appraiser and the Appraisee.
Total Scores obtainable is 60)

NO.	TARGETS	PERFORMANCE ASSESSMENT	EXPECTED SCORE	SCORE OBTAINED	COMMENTS
TOTAL			60		

SECTION 5: ASSESSMENT OF CORE COMPETENCIES

(Should not be less than 8. Total marks obtainable is 30)

S/N	CORE COMPETENCIES	EXPECTED SCORE	SCORE OBTAINED	COMMENTS
1				
2				
3				
4				
5				
	TOTAL	30		

OVERALL ASSESSMENT

To calculate overall scores, add the marks obtained from (i) assessment of performance (ii) assessment of competencies and (iii) evaluation by students. Total marks shall be scored over 100

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End of year performance review	60		
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Rating	A	B	C	D	E
Description	Exceptional	Exceeded expectations	Met all expectations	Below Expectation	Unacceptable

Final Decision

(Please use the interpretation above to rate staff):.....

PERFORMANCE IMPROVEMENT INDEX

PERFORMANCE GAPS IDENTIFIED	FACTORS RESPONSIBLE	RECOMMENDATIONS

.....

APPRAISEE'S SIGNATURE

Date:.....

.....

APPRAISER'S SIGNATURE

Date:.....

.....

DIRECTOR OF HR & OD

Date:.....

LIST OF COMPETENCIES

S/N	COMPETENCIES
1	<p>Organization and Management:</p> <ul style="list-style-type: none"> • Ability to plan, organize and maintain work load • Ability to work systematically and maintain quality • Ability to manage others to achieve share goals
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**STAFF PERFORMANCE
PLANNING, REVIEW
AND APPRAISAL FORM
FOR SENIOR STAFF**

ACCRA TECHNICAL UNIVERSITY
PERFORMANCE MANAGEMENT
STAFF PERFORMANCE PLANNING, REVIEW AND APPRAISAL
FORM FOR SENIOR STAFF
(STRICTLY CONFIDENTIAL)

SECTION 1 – APPRAISEE PERSONAL INFORMATION

PERIOD OF REPORT: FROM: TO:.....

Title: Prof. Assoc. Prof. Dr. Mr.

Mrs. Ms. Other (Please specify)

Surname: First Name:

Other Name(s):.....

Gender: Male Female Grade/Salary (p.a) SSSP.....

Present Job Title/Position:.....Department/
Division:.....

Date of Appointment to present grade:.....

TRAINING RECEIVED DURING THE PREVIOUS YEAR

INSTITUTION	DATE: (DD/MM/YYYY)	PROGRAMME

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S/N	KEY COMPETENCIES REQUIRED	REMARKS (IF ANY)

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APPRAISER'S SIGNATURE

Date:.....

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APPRAISEE'S SIGNATURE

Date:.....

APPRAISER'S NAME:.....

POSITION:.....

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Final Decision

(Please use the interpretation above to rate staff):.....

PERFORMANCE IMPROVEMENT INDEX

PERFORMANCE GAPS IDENTIFIED	FACTORS RESPONSIBLE	RECOMMENDATIONS

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APPRAISEE'S SIGNATURE

Date:.....

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Date:.....

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DIRECTOR OF HR & OD

Date:.....

LIST OF COMPETENCIES

S/N	COMPETENCIES
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STAFF PERFORMANCE PLANNING, REVIEW AND APPRAISAL FORM FOR JUNIOR STAFF

ACCRA TECHNICAL UNIVERSITY
PERFORMANCE MANAGEMENT
STAFF PERFORMANCE PLANNING, REVIEW AND APPRAISAL FORM
FOR JUNIOR STAFF
(STRICTLY CONFIDENTIAL)

SECTION 1 – APPRAISEE PERSONAL INFORMATION

PERIOD OF REPORT: FROM: TO:.....

Title: Prof. Assoc. Prof. Dr. Mr.

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Surname: First Name: Other Name(s).....

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TRAINING RECEIVED DURING THE PREVIOUS YEAR

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APPRAISER'S SIGNATURE

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APPRAISER'S NAME:.....

POSITION:.....

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PERFORMANCE GAPS IDENTIFIED	FACTORS RESPONSIBLE	RECOMMENDATIONS

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APPRAISEE'S SIGNATURE

Date:.....

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DIRECTOR OF HR & OD

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LIST OF COMPETENCIES

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Public Affairs Directorate

Email: info@atu.edu.gh/pr@atu.edu.gh
<https://atu.edu.gh>

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