

13. Records of Leave

(A) Total number of days absent on sick leave during the period covered by this report	From	To	No. of days
(i) Hospitalisation			
(ii) Treatment Received Abroad (where applicable)			
(iii) Sick Leave			
Total			
(B) Maternity Leave			
(C) (i) Annual Leave			
(ii) Casual Leave			
Total number of days spent on Annual/Casual Leave			

SECTION B

NATURE OF ASSIGNMENT DURING THE PERIOD
(To be completed by all Employees)

14. State your main duties during the period covered by this Report

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15. What major difficulties did you encounter in the performance of your duties? Offer suggestions for the solutions

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16. Any other useful information peculiar to your duty during the period covered by this Report?

.....

.....
 Date

.....
 Signature

**PART II;
ASSESSMENT BY IMMEDIATE SUPERVISOR**

17. In assessing performance you are to consider some or all of the following aspects and assess them separately. Each aspect is described as a sample of behaviour that can be rated as outstanding (5) and down to poor (1).

I. OUTPUT OF WORK

		Score
(a)	Gets a great deal done within a set-time frame	5
(b)	Gets through a lot of work	4
(c)	Output generally satisfactory	3
(d)	Does rather less than expected	2
(e)	Sluggish in output	1

II. QUALITY OF WORK

		Score
(a)	Maintains very high standards; work is virtually error proof	5
(b)	Maintains a high standards	4
(c)	Work is generally of good quality	3
(d)	Performance is uneven	2
(e)	Maintains consistently low standards at work, source of constant complaint	1

III. PUNCTUALITY

		Score
(a)	Regularly punctual at work	5
(b)	Always punctual at work	4
(c)	Punctual at work most of the time	3
(d)	Not Punctual at work most of the time	2
(e)	No regard for punctuality	1

IV. ACCEPTANCE OF RESPONSIBILITY

		Score
(a)	Maintains very high standards; work is virtually error proof	5
(b)	Maintains a high standards;	4
(c)	Work is generally of good quality	3
(d)	Performance is uneven	2
(e)	Maintains consistently low standards at work, source of constant complaint	1

V. RELIABILITY UNDER PRESSURE

		Score
(a)	Performs completely under pressure	5
(b)	Performs reasonably well under pressure	4
(c)	Manages to cope under pressure	3
(d)	Seldom copes under pressure	2
(e)	Not reliable under pressure	1

VI. ABSENTEEISM

		Score
(a)	Not absent throughout the year	5
(b)	Absent for 2 days with excuse	4
(c)	Absent for 5 days with excuse	3

(d)	Absent for 7 days with excuse	2
(e)	Absent for more than 7 days with excuse	0

VII. RELATIONSHIP WITH PUBLIC

		Score
(a)	Exceptionally effective in dealing with people	5
(b)	Generally tactful and effective in dealing with people	4
(c)	Gets on well with most people	3
(d)	Gets on well on occasions with people	2
(e)	Does not get on well with people	1

VIII. NUMERICAL ABILITY (if applicable)

		Score
(a)	Accurate in the use and interpretation of figures	5
(b)	Competent in the use and application of figures	4
(c)	Generally good in the use of figures	3
(d)	Lacks ability to use and interpret figures correctly	2
(e)	Gets confused with figures	1

IX APPLICATION OF PROFESSIONAL/TECHNICAL KNOWLEDGE
(if applicable)

		Score
(a)	Exceptionally proficient	5
(b)	Very proficient	4
(c)	Generally proficient	3
(d)	Not proficient	2
(e)	Deficient	1

X. CARE OF EQUIPMENT, MATERIALS AND WORK AREAS

		Score
(a)	Excellent	5
(b)	Good	4
(c)	Satisfactory	3
(d)	Needs to improve	2
(e)	Very poor	1

XI. CONDUCT

		Score
(a)	Exceptionally peaceful, obedient and cooperative	5
(b)	Has excellent and pleasant disposition to all persons	4
(c)	Generally well-behaved and resourceful	3
(d)	Fairly satisfactory	2
(e)	Incorrigible and uncooperative	0

XII LOYALTY AND COMMITMENT TO THE UNIVERSITY

		Score
(a)	Makes sacrifice all the time to get work done	5
(b)	Makes sacrifice most of the time to get work done	4
(c)	Makes sacrifice some of the time to get work done	3
(d)	Makes sacrifice occasionally to get work done	2
(e)	Unwilling to make sacrifice	1

XIII JUDGEMENT

		Score
(a)	Consistently sound	5
(b)	Sensible	4
(c)	Nearly always sensible	3
(d)	Erratic	2
(e)	Cannot be relied upon	1

XIV. SANCTIONS

Staff received the following during the period covered by the report

	Score
Commendation for excellent performance	10
No query	6
Verbal warning	2
Written Warning	1
Suspension	0

Give details of the commendation received by the officer, if any, during the period of the report.

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Give details of query, warning, suspension, if any

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TOTAL POINT =

PERCENTAGE.....

.....
 Name of Reporting Officer

.....
 Signature of Reporting Officer

.....
 Designation of Reporting Officer

.....
 Date

DECLARATION

(Comments by the officer on whom the report is rendered not later than 48 hours)

18. I certify that I have seen the contents of this Report and that the Reporting Officer has discussed them with me. I have the following comments to make (if no comments, indicate so hereunder).

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Date:

Signature:.....

EVALUATION OF PERFORMANCE

(To be completed by immediate supervisor or Head of Unit of employee on HATISS 01-05)

- 19. State main work performed by the employee during the period covered by this Report with particular attention drawn to any work considered exceptional.

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- 20. State any training recommended for the improvement of this employee

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- 21. State any other useful information about the employee which is not covered by this Report.

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PART III

OVERALL ASSESSMENT BY DEPARTMENTAL COMMITTEE

22. Judging from the overall performance of this member of staff during the period covered by this Report, do you find him/her:

	NOTE: <i>Tick as appropriate</i>	
(a)	Ripe for promotion	
(b)	Ripe for confirmation	
(c)	Satisfactory performance	
(d)	Recommended for increment only	
(e)	To obtain more qualifications/experience before the next promotion	
(f)	Recommended for training	
(g)	Recommended for promotion next year	
(h)	Has reached the end of present career structure, otherwise, a good candidate for promotion	
(i)	To be transferred to a different job after the training	
(j)	Unsatisfactory	
(k)	To be counselled	
(l)	To be reprimanded	
(m)	To lose annual increment	
(n)	Grossly unsatisfactory	
(o)	To be reduced in rank	
(p)	To face a misconduct panel	

.....
 Committee Chairman Date

GENERAL REMARKS / OBSERVATIONS

23. He/She served under me foryears
 Name:.....
 Signature: Grade: Date:.....