

**Higher College of Technology
STAFF PERFORMANCE EVALUATION
EXPERIENCED STAFF - CUMULATIVE REPORT**

Notes:

The objective of the appraisal is to evaluate the performance of staff regularly in order to inform performance improvement efforts.

HCT adheres to transparency in the conduct of its activities; hence the results of the Staff Appraisal will be discussed with the concerned staff member.

Department/Center:	Academic Year:
Program / Section:	Level:
Date of Joining:	Length of Service:
Name:	

Achieved %	Description	Rating	Rating Standards:
90-100%	Excellent	4.5-5.0	Work performance always meets the standards for the position.
80-89%	Very Good	4.0-4.49	Work performance usually meets the standards for the position.
70-79%	Good	3.5-3.99	Work performance often meets the standards for the position.
55-69%	Requires Improvement	2.75-3.49	Work performance doesn't meet the standards for the position. Serious effort is needed to improve the performance.
≤ 54%	Poor	1.00-2.74	Work performance is inadequate and inferior to the standards of performance required for the position. Performance at this level cannot be allowed to continue.
NA –	Not applicable		Staff is not required to perform this duty, it cannot be rated.

Staff Performance Appraisal Score					
I	Teaching Staff		Multiplier Factor (x)	Average score (retrieved from the forms) (Y)	Achieved % (x * y)
	A	Management Evaluation of Lecturer (In - Class)	9 (45%)		
	B	Student Feedback on Teaching and Course Delivery	4 (20%)		
	C	Lecturer's General Performance Evaluation	7 (35%)		
Total Score Achieved			20(100%)		
Overall performance rating:					
<input type="checkbox"/> Staff Retained <input type="checkbox"/> Warning Notice issued <input type="checkbox"/> Recommendation for Termination issued					
HoD/HoC's signature:			DATE:		
Staff signature:			DATE:		

Distribution of copies/confidentiality/ accessibility details: HoC/HoD, the Lecturer

(A copy of this form should be given to the staff member after the interview session)