

**Higher College of Technology  
STAFF PERFORMANCE EVALUATION  
NEW STAFF - CUMULATIVE REPORT-1**

**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.

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

<b>Achieved %</b>	<b>Description</b>	<b>Rating</b>	<b>Rating Standards:</b>
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. <b>Performance at this level cannot be allowed to continue.</b>
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)	14 (70%)		
	B	Student Feedback on Teaching and Course Delivery	6 (30%)		
<b>Total Score Achieved</b>			20(100%)		
<b>Overall performance rating:</b>					
<hr/> <b>Second Appraisal:</b> <input type="checkbox"/> Required <input type="checkbox"/> Not required					
<b>HoD/HoC's signature:</b>				<b>DATE:</b>	
<b>Staff signature:</b>				<b>DATE:</b>	

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)

**Higher College of Technology  
STAFF PERFORMANCE EVALUATION  
NEW STAFF - CUMULATIVE REPORT-2**

**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.

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

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. <b>Performance at this level cannot be allowed to continue.</b>
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%)		
<b>Total Score Achieved</b>			20(100%)		
<b>Overall performance rating:</b>					
_____					
<input type="checkbox"/> Staff Retained <input type="checkbox"/> Recommendation for Termination issued					
<b>HoD/HoC's signature:</b>				<b>DATE:</b>	
<b>Staff signature:</b>				<b>DATE:</b>	

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)