

UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, LAHORE



ANNUAL CONFIDENTIAL REPORT OF ADMINISTRATIVE / MINISTERIAL / TECHNICAL STAFF

Period: January 1, 201..... to December 31, 201.....

| | |
|-------|--------------|
| Name: | Designation: |
|-------|--------------|

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|-------------|
| Department: |
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| |
|--|
| Major responsibilities assigned during the year: |
|--|

INSTRUCTIONS

for

Filling the form of Annual Confidential Report Form

1. Part one of the form (Assessment) contains two major factors of employee's performance and behaviour with weights, viz., (A) Professional Performance (80%) (B) Personality and Behaviour (20%).
2. Each major factor contains several sub-factors marked as a, b, c, d, e, f, g, h, i and j.
3. An employee can be evaluated on each sub-factor on a numerical scale (from 0 to 10) given against each. The numerical scale also corresponds to qualitative marks, namely, unsatisfactory, fair, satisfactory, good, excellent and outstanding.
4. Encircle the numeral (from 0 to 10) which represents best the performance / personality of the employee on each of the sub-factors, a, b, c, etc.
5. If a sub-factor is not applicable to an employee a cross mark may be put against it in the "Not applicable" column.
6. Composite average score, separately for the two factors, may be computed by adding the scores and dividing by the number of applicable sub-factors.
7. Part two, overall evaluation, contains two tables: in the first table, per cent weights of the major factors have already been entered in column (i). Column (iii) contains multiples. In column (ii) enter the composite average scores of the major factors (brought forth from part one). In the last column enter the product of columns (ii) and (iii). And up the last column to get the total. In the second table put a cross mark in the box which corresponds to the above total. For instance, if the total is 70, put cross mark in the box 56 ---57 i.e. good.
8. In part three, general remarks may be given by the final authority. (It is assumed that the report will be written by an initiating authority and countersigned by a final authority. If they happen to be the same, the final authority will sign in part III. Each organization is expected to decide the initiating and final authorities).
9. The inside back cover contains a graph. Put cross mark against rating for the year for which report is written. A year-to-year profile will be obtained by joining the cross marks.

PART ONE: ASSESSMENT

| A. PROFESSIONAL PERFORMANCE (Weight 80%) | Unsatisfactory | | Fair | | Satisfactory | | Good | | Excellent | | Outstanding | Not applicable |
|---|----------------|---|------|---|--------------|---|------|---|-----------|---|-------------|----------------|
| a. Job Knowledge Keeps up-to-date in technical knowledge; know latest rules & regulations. | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| b. Quality of Work Produces accurate and neat work. | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| c. Quantity of Work Disposes work with reasonable speed; uses economical procedure. | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| d. Supervision & Control Supervises work in his branch; maintains discipline; organizes the work and personnel properly. | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| e. Decision Making Collects reliable information bearing upon a decision; considers various choices before making a decision; makes sound decisions. | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| f. Co-Professional Knows the broader goals of the organization; participates in academic, co-curricular and extra-curricular activities of the institution. | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |

COMPOSITE AVERAGE SCORE

Scores in a, b, c, d, e, f, divided by the number of sub-factors that are applicable.

| B. PERSONALITY & BEHAVIOUR (Weight 20%) | Unsatisfactory | | Fair | | Satisfactory | | Good | | Excellent | | Outstanding | Not applicable |
|--|----------------|---|------|---|--------------|---|------|---|-----------|---|-------------|----------------|
| | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | |
| g. Resourcefulness Initiates action & ideas; improvises solution to problems. | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| h. Co-operation Cooperates with colleagues and seniors; accommodates subordinates; helps clients. | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| i. Integrity Manifests consistent behaviour; takes interest in work; committed to goals of organization. | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| j. Punctuality Keeps appointment; works regularly; plans work properly; achieves targets in time. | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| COMPOSITE AVERAGE SCORE | | | | | | | | | | | | |
| Scores in g, h, i, j, divided by the number of sub-factors that are applicable. | | | | | | | | | | | | |

PART TWO: OVERALL EVALUATION

TABLE 1

| Factors | Percent Weight (i) | Composite Score (ii) | Multiple (iii) | Weight Percent Score (ii) x (iii) |
|-----------------------------|--------------------|----------------------|----------------|-----------------------------------|
| 1. Professional Performance | 80 | | 8 | |
| 2. Personality & Behaviour | 20 | | 2 | |

TOTAL

TABLE 2

| Scores | 0 - 15 | 16 - 35 | 36 - 55 | 56 - 75 | 76 - 95 | 96 - 100 |
|----------------------------------|----------------|---------|--------------|---------|-----------|-------------|
| Evaluation | Unsatisfactory | Fair | Satisfactory | Good | Excellent | Outstanding |
| Put Cross (x) in Appropriate Box | | | | | | |

Remarks, if any.

Signature of Initiating Authority & Date

PART THREE

Remarks of the intermediary authority, if any.

Date _____

Signature with designation

Remarks of the final Authority, if any.

Date _____

Signature with designation