



**EMPLOYEE APPRAISAL FORM.**

**APPRAISAL PERIOD: JANUARY TO JUNE, 2012.**

**INTRODUCTION**

Kindly supply the information requested as may be relevant to you in the spaces provided under each subject

Please note that any false statement may invalidate the entire content of this form.

**PERSONAL DATA:**

EMPLOYEE NAME: BABAYEMI OKUNWASUN POSITION TITLE: TEAM LEAD ACCOUNTS

DEPT: FINANCE SUPERVISOR: Mrs. OJUSANMOS

EMPLOYMENT DATE: MARCH 2008 LEVEL: 1-4

State Your Understanding of your main duties and responsibilities: Recording, Reconciling, Supervising, Preparing and report Monthly accounts to my supervisor, Attending and exchange of mail with key vendor

What part of your job do you find most difficult? I do not find any part of my job difficult, except job with external entity that is becoming more demanding.

What part of your job interest you the most? There is no part of my job that is less interesting. One part lead to another to achieve result.

What action could be taken to improve your performance in your present position? Actually, I would like to go for training to enhance my performance. Also, Salary benefit

Have you ever been queried or suspended or had any disciplinary action within the last 6mths? If Yes, why? One of our staff, Adekunle Ademola lodged a complaint about me. Not picking up of call & sometime hang up phone on him. However, that was not the true picture.

Have you attended any training in the last 6mths? (Yes/No) If Yes, State:

i) Course: NIL ii) Date: NIL  
iii) Where: NIL

Most successful job accomplishment since last performance period:

Accounts department is not stagnant. We improve with New development.

Employee Signature: [Signature] Date: 14/06/12

**TO BE COMPLETED BY SUPERVISOR.**

Name of Employee: Babajemi Oluwalan (Being appraised).

Please carefully review the employee's performance during the past appraisal period and select the description that best describes the employee's overall performance. This appraisal focuses on factors which determine the quality of the overall performance and indicates areas which may require further training and professional development.

**TECHNICAL KNOWLEDGE:** *Remains current on technical developments in relevant areas of expertise and seeks new technical knowledge as necessary.*

- 4 ☐ Exceptional:
- 3 ☒ Above Expectations:
- 2 ☐ Meets Expectations:
- 1 ☐ Improvement Needed:

**PROFESSIONAL KNOWLEDGE:** *Possesses knowledge of the relevant professional field and can apply it to job responsibilities.*

- 4 ☐ Exceptional:
- 3 ☒ Above Expectations:
- 2 ☐ Meets Expectations:
- 1 ☐ Improvement Needed:

**COMMUNICATION SKILLS:** *Communicates clearly and concisely in both oral and written form. Has good listening skills.*

- 4 ☐ Exceptional
- 3 ☐ Above Expectations:
- 2 ☒ Meets Expectations:
- 1 ☐ Improvement Needed:

**WORK QUALITY:** *Completes assigned work in a timely and accurate fashion.*

- 4 ☐ Exceptional:
- 3 ☐ Above Expectations:
- 2 ☒ Meets Expectations:
- 1 ☐ Improvement Needed:

**TEAM WORK:** *Works well with co-workers.*

- 4 ☐ Exceptional
- 3 ☐ Above Expectations
- 2 ☒ Meets Expectations
- 1 ☐ Improvement Needed



**INITIATIVE:** *Demonstrates independent action and resourcefulness on the job. Performs duties in an acceptable manner and with minimal supervision.*

- 4 ☐ Exceptional
- 3 ☒ Above Expectations
- 2 ☐ Meets Expectations
- 1 ☐ Improvement Needed

**WORK RELIABILITY:** *Work assignments are completed on-time and with accuracy. Consistently reports to work on time.*

- 4 ☐ Exceptional
- 3 ☒ Above Expectations
- 2 ☐ Meets Expectations
- 1 ☐ Improvement Needed

**DRESSING AND COMPORTMENT :** Appearance and Carriage.

- 4 ☐ Exceptional
- 3 ☐ Above Expectations
- 2 ☒ Meets Expectations
- 1 ☐ Improvement Needed

**LEADERSHIP SKILLS** (for those who are supervisors)

**DECISION MAKING ABILITY:** *Demonstrates sound, timely decision making practices.*

- 4 ☐ Exceptional
- 3 ☐ Above Expectations
- 2 ☐ Meets Expectations
- 1 ☒ Improvement Needed

**SUPERVISORY ABILITY:** *Motivates team with sound direction and leadership.*

- 4 ☐ Exceptional
- 3 ☐ Above Expectations
- 2 ☒ Meets Expectations
- 1 ☐ Improvement Needed

### **TRAINING CHECKLIST**

**Training and professional development sessions you'd like employee to attend in the coming year to accomplish their "SMART" goals:**

Technology Training ☐ (please specify) \_\_\_\_\_

Communication Skills ☐

Writing Skills ☐

Time Management/Organization ☐

Project Management ☐

Supervisory Training ☐

Leadership Development ☒

Please specify needs: \_\_\_\_\_

Please specify needs: \_\_\_\_\_

Wellness related ☒ Has BP Condition  
(please specify: and workload to reduce)

Other ☐  
(please specify): \_\_\_\_\_

General Comment: He is okay on the job but needs to build up his team to a level that they will be able to relieve him of his workload. He is recommended for promotion.

Supervisor Signature: [Signature]

Date: 13/06/12

HOD Signature: [Signature]

Date: 13/06/12

For Annual Leave the applicant is to complete Part One of this Application Form and forward it to the Human Resources Unit

**PART ONE To be completed by the Applicant:**

Last Name: BABAYEMI First Name: OLUWASSAYO

Position: MANAGER ACCOUNTS Dept: ACCOUNTS/FINANCE

Type of Leave applied for: ☒ Annual Leave ☐ Casual Leave ☐ Compassionate  
(tick as required)

If Casual or Compassionate state purpose or reason: \_\_\_\_\_

Leave required from (insert dates): 13/6/18 - 26/6/18 To 14/11/18 - 27/11/18

Total number of days to be taken: 20 WORKING DAYS

Contact telephone number while on Leave: 08077142934 / 08077163355

I will resume duty at 8 AM hours on (insert date) 26/6/18, 27/11/18

Signature: [Signature] Date: 23 / 06 / 18

**PART TWO To be completed by the Supervisor / Direct Report / Line Manager:**

Leave Approved ☒ Leave on Hold ☐ Leave not approved ☐ subject to conditions  
appended below:

Name: Olusanya Femiade

Sign: [Signature] Date: 1/3 / 18

Conditions for not approving leave: \_\_\_\_\_

**PART THREE To be completed by the Human Resources Manager:**

Applicant's Annual Leave Record Checked and Applicant has balance of \_\_\_\_\_  
days before deduction of above leave and balance \_\_\_\_\_ days after this Leave has  
been deducted.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_

**PART FOUR Applicant's Acknowledgement:** I accept the above dates, resumption  
time, changes and conditions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_

## Staff Evaluation Document -SUPERVISORS

Name of Staff Member:	BABAYEMI OLUWASEUN EMMANUEL
Department/Unit/Location:	FAAS/ACCOUNTS/HQ
Evaluation Timeline:	
Period under review:	JAN TO NOV
Type of Evaluation:	<input type="checkbox"/> semi-annual <input type="checkbox"/> annual

### Rating Scale:

- O = **Outstanding** – indicates extraordinarily high performance, well beyond that expected of someone at this level(with proven evidence of work or task).
- VG = **Very good** – indicates performance that exceeds usual expectations of someone at this level.
- G = **Good** – indicates performance that meets what is expected of someone at this level.
- A = **Acceptable**
- BN = **Below normal** – indicates that assignments and responsibilities are not being met as expected.
- U = **Unacceptable** – indicates unacceptable performance in need of immediate improvement.
- NA = **Not applicable** – assignments during evaluation period did not call for evaluation of this attribute.

### 1 EVALUATION OF ORGANISATIONAL SKILLS:

5	4	3	2	1	0	NA	
O	VG	G	A	BN	U	NA	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to establish workload priorities 4
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to organise and plan individual jobs 4
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to complete work accurately and in a timely manner 3
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understands assignments and follows instructions 4
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Neatness and clarity of work 3
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to work independently 4
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to analyse complex matters 4
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to make decisions 4
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Client Relationship 3
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communication capabilities – written 3
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communication capabilities – oral 3
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Displays enthusiasm for work, especially more advanced or technical projects 3
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation & Monthly Report 3
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment utilisation and management 4



Comments

HAS GREATLY IMPROVED AND ABLE TO WORK BOTH INDIVIDUALLY AND AS A TEAM. ALSO GIVES USABLE SUGGESTIONS AND FOLLOWS INSTRUCTIONS.

2 KEY PERFORMANCE AREA (KPA) SUPERVISORS:

5	4	3	2	1	0	
O	VG	G	A	BN	U	NA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initiative 4
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Result Oriented 4
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment (Resource management) 4
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personnel(Effective delegation) 3
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Finance(Cost Optimisation) 4
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Office management 4
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Process (Survey, Funds, Personal, Installation, Sales, etc) 3
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email Etiquette: Information management 3
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Calls: Information management 3
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Status Reports and timely submission 3
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to manage pressure 3

Comments:

HAS IMPROVED IN THE AREA OF DELEGATION , HE IS NOW ABLE TO OBSERVE HIS LEAVE WITHOUT ANY MAJOR ISSUE AMONG HIS TEAM.

3 KEY PERFORMANCE AREA (KPA) ACCOUNTS:

O	VG	G	A	BN	U	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Promptness (cash disbursement) 3
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Revenue Collection 3
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Client Relationship Management 3
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prioritisation of resources 3
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accuracy of accounts 4
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reconciliation of accounts 3
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Negotiations(discounts) 3
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Call response 3
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email response 3
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to manage pressure 4
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Status Reports and timely submission 4

24  
12  
3

**3 PERSONAL CHARACTERISTICS:**

O	VG	G	A	BN	U	NA	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Responsibility (trustworthy and conscientious) 4
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Integrity (loyal, sincere, reliable) 4
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attitude (co-operative, courteous, friendly and professional) 3
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Commitment (dedication, team spirit) 3
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Punctuality 4

Comments:

TO A LARGE EXTENT HE IS RELIABLE AND DEDICATED AND ALWAYS PUNCTUAL.

**4 HODs COMMENTS:**

**Strengths:**

MANAGING VENDORS, COST OPTIMISATION AND MEDIATING FOR STAFF

**5 HODs COMMENTS:**

**Weakness:**


INABILITY TO WITHSTAND PRESSURE FROM REGULATORY OFFICERS, AND SUPERIOR'S CRITICISM

**6 HOD: AREAS FOR DEVELOPMENT / IMPROVEMENT:  
(GOALS FOR NEXT 6/12 MONTHS)**

1. TO BUILD UP A DEPUTY THAT CAN GIVE REPORT FROM A TO Z WITH LESS SUPERVISION
2. ORGANIZE DEPARTMENTAL ON THE JOB TRAINING

**HODs GENERAL COMMENTS:**

MORE DELEGATION TO HELP HIM REDUCE STRESS

Supervisor: 	(Signed)	Date:
OLUSANWO Y		4TH DEC 2017
Reviewed by (Human Capital):	(Signed)	Date:



To be compiled by Human Capital Unit

7 SANCTIONS :

No of Queries	- 30
No of Surcharges	- 0
No of Warnings	- 10
Absenteeism	0

Notes: Evaluation scores (SUPERVISOR)

1. EOS- 25% = (marks obtained/70 x25) 18
2. KPA- 40% = (marks obtained/55 x40) 28
3. PC- 35% = (marks obtained/25 x35) 25

71

Evaluation Scores (DEPT)

1. 18
2. 26
3. 25

69