



**LAGOS WASTE MANAGEMENT AUTHORITY**

**PROJECT STAFF PERFORMANCE APPRAISAL AND DEVELOPMENT REPORT**

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| **Name:** |
| **Payroll Number :** |
| **Assumption Year /Date to LAWMA:**  |
| **Qualification / Degree :**  |
| **Designation :** |
| **Job Title :** |
| **Present Department :** |
| **Head of Department’s Name :** |
| **Immediate Supervisor/Unit Head:** **Name………………………………****Designation ………………………………….**  |

**Five Scale Rating:**

**Outstanding/Exceptional (5) (80% and above)** – An exceptional performer who consistently exceeds his or her goals

**Very Good (4) (66%-79%)** – An employee who meets all or most of his or her goals and may have occasionally exceeded some.

**Good / Satisfactory (3) (50%-65%)** – An employee who meets most of his or her goals consistently.

**Below Average / Failure (2) (36%- 49%)** – A marginal Performer who has not met a significant portion of his or her goals.

**Unacceptable (1) (35% and below)** – An employee who has not met any of his or her goals.

***Quarterly Evaluation of Project Staff Scoring Over 100%***

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| **PARAMETERS** | **5-SCALE RATING** |
| **O/E****(5)** | **VG (4)**  | **G/S (3)**  | **BA (2)**  | **U (1)**  |
| **1.** | **COMMUNICATION AND INTERPERSONAL SKILLS:** *In meeting the goals and objectives set in the reporting period, comment on Officer's ability to relate ideas and methods to others, taking into account written as well as verbal.*  |  |  |  |  |  |
| **2.** | **PROFESSIONAL STANDARDS / CREATIVITY AND INNOVATIVENESS:** *In meeting the goals and objectives set in the reporting period, comment on Officer's ability to work creatively and with innovation.*  |  |  |  |  |  |
| **3.** | **ENTHUSIASM AND RESPONSIVENESS:** *In meeting the goals and objectives set in the reporting period, comment on Officer's interest and commitment to his or her work and the Establishment's set goals*  |  |  |  |  |  |
| **4.** | **LEADERSHIP/SUPERVISORY OR MANAGERIAL SKILLS:** *In meeting the goals and objectives set in the reporting period, comment on Officer's leadership qualities and skills with regard to motivating subordinates, ability to spot problems make timely decisions to find competent alternative solution -Managing people and Leading by Example*  |  |  |  |  |  |
| **5.** | **TASKS EXECUTION SKILLS / PLANNING, ORGANIZATION AND TIME MANAGEMENT:** *In meeting the goals and objectives set in the reporting period, comment on Officer's planning and organizational skills.*  |  |  |  |  |  |
| **6.** | **BUSINESS AND TECHNICAL PROFICIENCY/PROBLEM SOLVING INITIATIVE AND FORESIGHT:** *In meeting the goals and objectives set in the reporting period, comment on Officer's ability to spot problems, make timely decisions and find competent alternative solutions*  |  |  |  |  |  |
| **7.** | **CUSTOMER EFFECTIVENESS/ PROFESSIONALISM AND RELATION WITH CLIENTS (Internal and External):** *In meeting the goals and objectives set in the reporting period, comment on Officer's professional conduct and positive outlook to Customer’s needs and expectations*  |  |  |  |  |  |
| **8.** | **RELATIONSHIPS/TEAM WORK AND WORKING WITH OTHERS:** *In meeting the goals and objectives set in the reporting period, comment on Officer's ability to work with others as a team and relation with colleagues*  |  |  |  |  |  |
| **9.** | **CONTRIBUTION TO ESTABLISHMENT'S VISION AND EFFECTIVENESS:** *In meeting the goals and objectives set in the reporting period, comment on Officer's contribution to establishment's success and achievement of vision; including demonstrated contribution to establishment's social responsibility goals.*  |  |  |  |  |  |
| **10.** | **ICT/COMPUTER PROFICIENCY:** *In meeting the goals and objectives set in the reporting period, comment on Officer's ability to enhance job using ICT/Computer.*  |  |  |  |  |  |

*Guide to calculating % Score = (Total Score / 50) x 100)%*

**Percentage Scores: = ……………%**

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| ***How would you describe Officer's overall performance during the rating period against set and agreed goals and objectives using the 5-Scale rating as the basis? Tick appropriate box.***   |
| **Outstanding** **/Exceptional**   | **Very Good**  | **Good/Satisfactory** |  **Below** **Average / Failure**  | **Unacceptable**  | **Signature and Date**  |

**Reporting Officer’s Comment on performance evaluation***; indicating officer’s strengths, weaknesses and any Outstanding Contributions/ Accomplishments within the period*

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