# TEACHERS SERVICE COMMISSION

## PERFORMANCE REPORT ON A TEACHER FOR ASSESSMENT ON SUITABILITY FOR PROMOTION/APPOINTMENT TO THE NEXT GRADE

Name …….. ……..TSC NO. ……
Grade …….. Appointment Date ……..
Institution …….. Dept ……..
Duties of Present post ……
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1. Knowledge of the job and performance (whether the teacher has knowledge of the subject matter and teaching methodology or lacks basic knowledge of the subject)
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2. Ability to coach students and participate in co-curricular activities
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3. Acceptance of responsibility (whether the teacher seeks and readily accepts responsibility at all times or is Reluctant to carry full responsibility of the post, passes it in wherever possible etc.)
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4. Initiative (whether the teacher readily perceives what need to be done and gets on with it in practical manner or needs constant supervision).
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5. General conduct and personal characteristics i.e (self starter, friendly, co-operative, tactful, understanding of general office rules, sensitive to feelings of others, etc)
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6. Suitability for advancement (has the teacher in your opinion, the potential for further advancement? Yes or No. Explain.
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7. Overall assessment for suitability for promotion to a higher post e.g outstanding worker, thoroughly reliable in performance or performance constantly below the standards required.
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**Name of Head of Institution/school**: ……
**Signature**: ……
**Date:** ……