

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 .....

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)

.....  
.....

2. Ability to coach students and participate in co- curricular activities

.....  
.....

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)

.....  
.....

3. Initiative (whether the teacher readily perceives what need to be done and gets on with it in practical manner or needs constant supervision)

.....  
.....

4. General conduct and personal characteristics i.e. (self starter, friendly, co- operative, tactful, understanding or general office rules, sensitive to feelings of others, etc)

.....  
.....

5. Suitability for advancement (has the teacher in your opinion, the potential for further advancement?)

Yes or No

Explain

.....  
.....

6. Overall assessment for suitability for promotion to a higher post e.g. outstanding worker, thoroughly reliable in performance or performance constantly below the standard required.

.....  
.....

Name of Head of Institution/ School .....  
Signature .....  
Date .....