

## Performance Evaluation Form

### I. General:

1.	Name:	IZHAR ALI			
2.	Title:	UNION COUNCIL POLIO OFFICER (UCPO)			
3.	Contract Type/Position	PTPP			
4.	Duty Station (UC/District/Province)	LAHORE WEST/SWABI/KPK			
5.	Evaluation Period:	Start Date:	1-May-19	End Date:	31-July-19

### II. Rate PTPP holder's Technical Skills:-

		Job being done to the best of ability; desired results obtained	Job being done to the best / good of ability; with mixed results (needs improvement)	Work inadequately done; results unsatisfactory
1)	UC /Area level Micro-plans development and desk revision	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2)	UC /Area level Micro-plans field validation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3)	Status of selection of the house to house vaccination teams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)	Training of the vaccination teams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)	Training of the UC supervisors (Area In-charges)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6)	Pre campaign data collection, collation and timely transmission to the next level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7)	Data collection, collation and timely transmission to the next level during the campaign	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8)	Corrective measures following the identification of the gaps	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### III. Rate PTPP holder's Following Attributes:-

	Satisfactory	Needs Improvement	Unsatisfactory
Reliability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work independently with minimal supervision	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Good team player	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Familiarity with WHO required procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

IV. Others:-

a) Describe any exceptional accomplishment for which the PTPP staff deserves a special recommendation or recognition

b) Overall Assessment

Mr Izhar ali is a senior member of Swabi team but for some reasons his performance is questionable lately. He is not active in issues detection and reporting in time. We don't receive any report from him but whenever an outsider visits his UC ( Lahore West ) has a lot of findings which should be reported by Izhar Ali at first place. Whenever he is asked to share some data or info of his UC, he is always late in responding .These issues still exist in him despite of last evaluation. His casual behavior ,lack of personal initiative and poor command on procedure are the matters of concern

NAJEEB ULLAH KHAN  
1<sup>st</sup> level supervisor (Name)

PEO  
1<sup>st</sup> level supervisor (Title: PEO)

[Signature]  
1<sup>st</sup> level supervisor (Signature)

29/07/19  
Date

Remarks by the PTPP holder (UCPO/TCSP) at the end of the evaluation:-

I am agreed with my 1st line supervisor. I want to continue my job. I also assure not repeat my mistakes. I also assure that I will do my job honestly & utmostly.

For UCPOs

I have discussed and reviewed the performance evaluation with my supervisor:

IZHAR ALI  
16201-5111047-9  
PTPP holder (Name & CNIC No.)

[Signature]  
PTPP holder (Signature)

30/07/2019  
Date

For Second level Supervisor

Overall assessment by Second level supervisor according to WIIO staff accountability framework:-

- a. Satisfactory - contract recommended of extension
- b. Needs improvement - contract to be re-evaluated after 3 months
- c. Work performed inadequately - PTPP holder to be issued a warning/advice
- d. Unsatisfactory (no improvement in quality after receiving 3 warning/advice for previous inadequate performance) - contract to be terminated

Dr. Syed Mehmood Hameed / Ae. - Mardas Div. 80  
2<sup>nd</sup> level supervisor (Name) 2<sup>nd</sup> level supervisor (Title: Area Coordinator)

[Signature]  
2<sup>nd</sup> level supervisor (Signature) 30/7/19  
Date