



**PERFORMANCE APPRAISAL FORM FOR HEAD OF SECTION & ABOVE (NON - ACDEMIC)**

**Employee ID Number 04191**

**Employee Name Dr Abdul Hakim Mohamed**

**Employee's Job title Director of eLearning**

**Employee's Department eLearning**

**Date of Performance Review 28/06/2020**

**Academic Year 2019-2020**

**Line Manager's Name Prof Sam**

**Line Manager's Job title Dean of CoE and DVC-AAR**



**Section I—Major Areas of Responsibility / 5 Goals**

Primary Performance Expectations: Goals for Current Academic year	Comments on Achievements & Areas for Improvement	Fully Achieved (10)	Partially Achieved (between 1-9 inclusive)	Not Achieved (0)
Workshops and Training	-Delivered workshops to Faculty to improve their eLearning capacity  -Delivered AI workshop for Ibra chamber of commerce.	10		
Online courses availability	Supported faculty in building their Moodle courses	10		
Communication and collaboration	-Liaised with VC, DVC, deans, faculty, and IT services to ensure eLearning service availability  -Active member of UAB and ULTC	10		
Moodle as ERP service implementation	Ensured that Logos delivers the expected functionalities of Moodle synchronization to A&R	10		
Policies development	Developed ASU web policy to ensure that the web presence is adequate and respond to the current needs	9		
<b>Section I Score=</b>	<b>(49)</b>			



### Section II—Training & Development

(Eg. Leadership, Management, Soft skills, Courses, Certifications, workshops etc.) Self initiative development, Development suggested by Line Manager, Development given to team members	- Business Analytics (Harvard Business School Online)  - Created and solely delivered ASU bespoke training program Certified eLearning Developer (CeLD).	10		
<b>Section II Score=</b>	<b>(10)</b>			

### Section III—Performance Competencies (Skills and behaviors)

Line Manager rates employee across these standard competency areas; providing additional comments and notes as is appropriate.

Competency Area	Notes/Comments on Competency Areas and Suggestions for Improvement	Exceeded Expectations	Excellent	Meets Expectations	Below Expectations	Unsatisfactory
PLANNING	5	6	5	4	3	2
ORGANIZING	6	6	5	4	3	2
CONTROLLING	5	6	5	4	3	2
RESPONSIBILITY	6	6	5	4	3	2
WORK QUALITY	5	6	5	4	3	2
LEADERSHIP AND DECISION MAKING	5	6	5	4	3	2



<b>PROBLEM SOLVING AND CREATIVITY</b>	6	6	5	4	3	2
<b>COMMUNICATION</b>	5	6	5	4	3	2
	<b>Total Section three Score (add up and write here)</b>					
<b>Total Score = Section I, II &amp; III =</b>	<b>(add up and write here) 43/50</b>					

**Section IV— Extraordinary contribution or achievement:**

<b>Extraordinary contribution or achievement Description</b>	<b>Justification/ Results</b>	<b>Score out of 5</b>
Establishment of eLearning department	Single handed running the eLearning department since day one.	2
COVID-19 measures	Steered the university course delivery from face to face to distance learning in a very short notice.	2
	<b>Total Section Three Score (add up and write here)</b> 4	



Total Score = Section I, II ,III & <u>IV</u> =	(add up and write here) 106
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**Section VI—  
OVERALL**

**ASSESSMENT**

<p><u>Line Manager Comments / Recommendations if any:</u></p> <p>1.</p> <p>2.</p> <p>3.</p>	<p><b>Overall Rating &amp; Select from below table:</b></p> <p><input type="checkbox"/> Exceeded Expectations (100 &amp; Above)</p> <p><input type="checkbox"/> Excellent (90-99)</p> <p><input type="checkbox"/> Meets Expectations(60 – 89)</p> <p><input type="checkbox"/> Below Expectations(50-59)</p> <p><input type="checkbox"/> Unsatisfactory ( below 49)</p>
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**Employee Comments if Any:**

I am happy the way this process concluded. I would like to thank the VC , DVCAAR and IT services for making my job as eLearning director possible, the expected targets are delivered.

*I have read this appraisal and it has been discussed with me. I understand that signing this appraisal necessarily doesn't mean that I agree with all of the information in it.*

Employee's Signature Dr Abdul Hakim Mohamed Date 28/6/2020

Director's Signature S. H. Kamuziri Date 28/6/2020

LM's Signature (For Directors only) S. H. Kamuziri Date 28/6/2020



VC's Signature (For DVC and AVC only) \_\_\_\_\_ Date \_\_\_\_\_