**OBJECTIVES AND TARGET SETTING WORKSHEET**

**Senior and Management Staff**

*(A copy MUST be sent to HR – PM)*

NAME: **NWIBANA, INNOCENT**  Employee ID: **15265** Period Covered: **JAN – DEC, 2017**

Job Title: **SUPERVISOR, OPS/HR**  Division: **Commercial (Onshore)** Dept. /Unit: **PDO**, **OGHARA**

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| **S/No** | **Objective***(Description of what needs to be achieved)* | **Weighting*** Assign a % to each objective
* Weightings must add up to 100% in total
 | **Measure*** *How will it be measured*
* *What will you see, hear, feel when the objective is achieved*
 | **Target** *(what is the desired level)* | **Milestone Dates***Agree dates for each key objective**Agree review dates* | **Result achieved and Comment***- Comment on how well the* *objective was achieved*  *(include specific evidence)**- Comment on what was done**- Record actual achievement*  *dates* |
| 1 | DOCUMENT INCOMING AND LOADED TICKETS | 25% | ACCURACY OF REGISTER | 100% COMPLIANCE | DAILY |  |
| 2 | PREPARE AND PRESENT DAILY BATCH LIST TO DEPOT OWNERS | 20% | TIMELINESS AND ACCURACY | 48HRS BEFORE LOADING | DAILY |  |
| 3 | ISSUANCE OF LOADING DOCUMENTS TO MARKETERS | 20% | CONTINUOUS LOADING OPERATIONS | 80% OF BATCH LIST | DAILY |  |
| 4 | LIAISE WITH ALL STAKEHOLDERS AND ENSURE SMOOTH LOADING OPERATIONS | 15% | NO. OF COMPLAINTS RECEIVED | NOT MORE THAN 2 COMPLIAINTS | DAILY |  |
| 5 | ENSURE PROPER STAFF RECORDS & APPRAISAL EXERCISE | 15% | TIMELINESS & ACCURACY | 100% ERROR FREE  | DAILY |  |
| 6 | MAINTENANCE OF DAILY LOG BOOK | 5% | RECORD OF EVENTS | 98% COMPLIANCE | DAILY |  |

Employee’s Signature Supervisor’s Signature Reviewing Manager’s Signature