

**USMANU DANFODIYO UNIVERSITY, SOKOTO**  
**(Office of the Registrar, Junior Staff Office)**

**FORM FOR EVALUATION AND PROMOTION**  
**(For Junior Staff 3-5 Only)**

**PART I:** To be completed by Staff Member

File No: \_\_\_\_\_ Session: \_\_\_\_\_

**A. PERSONAL DATA**

1. Name \_\_\_\_\_  
 Department \_\_\_\_\_
3. Date, Rank Salary on first appointment \_\_\_\_\_  
 \_\_\_\_\_
4. Date, Rank and Salary on last promotion: \_\_\_\_\_  
 \_\_\_\_\_
5. Date, Rank and Salary and current appointment (if different from (4) above):  
 \_\_\_\_\_
6. Rank Applied for \_\_\_\_\_
7. Change of Cadre if any from í í í í í í í í í í í to í í í í í í í í í í í
8. Additional qualifications/courses undertaken/ conference attended during the last three (3) years.

**B. QUALIFICATIONS:**

<b>Degrees/Diplomas/ Certificates</b>	<b>Institutions</b>	<b>Date of Award</b>

9. Total number of days absent on sick leave during period of report í í í í í í í í  
 í ..í í í ..
10. Brief description of primary duties í  
 í ..í í í í .

11. Brief description of secondary duties (e.g) secretaryship to a committee.....í í  
í ..

\_\_\_\_\_  
Signature of Member of Staff

\_\_\_\_\_  
Date

**PART II:**

**EVALUATION (To be completed by Head of Division/ Unit/Section)**

12. **Rating**

- a. Foresightí ...
- b. Initiativeí í
- c. Judgmentí ..
- d. Expression on paperí ..
- e. Out putí .
- f. Relationship with colleaguesí í
- g. Relationship with publicí ...
- h. Acceptance of responsibilityí .
- i. Reliability under pressureí .
- j. Management of Staffí í
- k. Quality of workí í
- l. Punctualityí í

\_\_\_\_\_  
Signature of Head of Division/Unit/Section

\_\_\_\_\_  
Date

The maximum score on each item is 6 marks except item -eø which carries 7 marks

13. I certify that I have seen the contents of this report (Part I and II) and that my superior officer has discussed them with me. I have the following comments / I have no comments to make.

\_\_\_\_\_  
Signature of Member of Staff

\_\_\_\_\_  
Date

