



USMANU DANFODIYO UNIVERSITY, SOKOTO
(Office of the Registrar, Establishments Division)

FORM FOR EVALUATION AND PROMOTION
(For Non-Academic Staff Only)

PART 1: To be completed by staff member

File No.:

GSM.:

Session: 2017/2018

Email:

A. PERSONAL DATA

1. Name: _____
(Surname)
2. Department: _____
3. Date, Rank Salary on first Appointment: _____
4. Date, Rank and Salary on Last Promotion: _____
5. Date, Rank and Salary on current appointment (if different from the above (4) above: _
6. Change of Cadre and Date (if Any): _____
7. Date of Confirmation: _____
8. Rank being applied for: _____

B. QUALIFICATIONS:

1. Academic and Professional

Degree/Diplomas/Certificates	Institutions	Date of Award
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C. SHORT COURSES

Title of Course	Organizers	Venue	Date (From.....to.....)

D. WORKING EXPERIENCE

Institution	Designation	Duration (From.....to.....)

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E. OTHER PUBLIC ACTIVITIES (Please indicate dates)

List all other activities other than your normal University work such as membership of Committee appointed by the University or other public organizations the experience of which you consider relevant and important to your duty. (Please indicate Dates).

Signature of Staff Member

Date

PART II:

A. EVALUATION (To be completed by Head of Division /Unit)

S/N	Assessment	Points	Scores
1	Foresight and Initiative	6	
2	Judgment	5	
3	Expression on paper	7	

4	Relationship with Colleagues	5	
5	Acceptance of Responsibility	5	
6	Reliability under pressure	5	
7	Management of Staff	5	
8	Out put	5	
9	Punctuality	5	
10	Computer Literacy	7	
	Total	55	

Signature of Head of Department

Date

B. COMMENTS (To be completed by staff member)

I certify that I have seen the contents of this report (Part 1 and 2) and that my superior officer has discussed them with me. I have the following comments to add/ I have no comments to add:

Signature of Staff

Date

PART III: CONFIDENTIAL

A. OVERALL ASSESSMENT BY HEAD OF DIVISION/UNIT/SECTION

S/n	Assessment	Points	Scores
1	Qualification	20	
2	Short Courses	5	
3	Working Experience	15	
4	Quality of Works (see part II above)	55	
5	Other Public Activities	5	
	Total Scores	100	

Signature of Head of Division/Unit/Section

Date

B. PROMOTION EXAMINATIONS RESULTS (For promotion to CONTISS 6 and above only)

S/n	Assessment	Administrative Staff	Scores	Technical Service Staff	Scores
1	Personality	5 points		5 points	

2	Oral English	15 points		10 points	
3	Knowledge of the Subject Matter	20 points		25 points	
4	General Knowledge	10 points		10 points	
5	Written Test	10 points		10 points	

Signature of Chairman of ASAPC

Date

C. RECOMMENDATIONS AND DECISIONS

1. Recommendation of Head of Department/Departmental Committee

Signature of Head of Department

Date

2. Recommendation of the Administrative and Services Appointments and Promotions Committee/Faculty and Centers appointments and Promotions Committee.

Signature of Chairman, ASAPC/FAPC/APC

Date

3. **RECOMMENDATION OF THE SENIOR STAFF ESTABLISHMENTS COMMITTEE.**

Signature of Secretary, SSEC

Date

Signature of the Secretary to the Council.