

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



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

**SESSION:** 2021/2022

**JSEC FORM 1 (A)**

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

JP. No. \_\_\_\_\_ GSM Number: \_\_\_\_\_

Institutional Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

**A. STAFF DATA**

1. Name: \_\_\_\_\_
2. Department: \_\_\_\_\_
3. Current Posting: \_\_\_\_\_
4. Date & Rank of First Appointment: \_\_\_\_\_
5. Date of Confirmation of Appointment: \_\_\_\_\_
6. Date & Rank of last Promotion: \_\_\_\_\_
7. Date, Rank and Grade Level on Current Appointment (if different from (5) above: \_\_\_\_\_
8. Rank Being Applied for: \_\_\_\_\_
9. Change of Cadre (if any) from:..... to .....
10. Date for Change of Cadre: \_\_\_\_\_
11. Additional qualifications/courses undertaken/ conference(s) attended within the last three (3) years.

**B. QUALIFICATIONS:**

<b>Degree/Diploma/ Certificate</b>	<b>Institution</b>	<b>Date of Award</b>

**C. SHORT COURSES**

<b>Title of Course</b>	<b>Organizers</b>	<b>Venue</b>	<b>Date from--- to-----</b>

**D. WORKING EXPERIENCE**

<b>Institution</b>	<b>Designation</b>	<b>Duration from----to-----</b>

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

\_\_\_\_\_  
Date

**PART II: EVALUATION (To be completed by Head of Department/Division/ Unit/Section)**

**Quality of Work**

<b>ITEM</b>	<b>POINTS</b>	<b>SCORE</b>
a. Foresight	6	
b. Initiative	6	
c. Judgement	6	
d. Expression on Paper	6	
e. Output	7	
f. Relationship with Colleagues	8	
g. Relationship with Public	8	
h. Acceptance of responsibility	8	
i. Reliability under pressure	6	
j. Punctuality	6	

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

\_\_\_\_\_  
Date

**PART III: CONFIDENTIAL**

**A. Overall Assessment by Head of Department/Division/Unit/Section**

<b>S/No.</b>	<b>Assessment</b>	<b>Points</b>	<b>Scores</b>
1.	Qualification		
2.	Short Courses		
3.	Working Experience		
4.	Quality of Work		

**TOTAL**

**B. Recommendation and Decision of the Faculty/Departmental Appointment and Promotion Committee**

**i. General Recommendation of Head of Department/Unit or Section**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date

**ii. Recommendation of Faculty/College/Centre/Departmental Committee**

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**Signature of Chairman of the Committee**

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**Date**

**PART IV: Decision of Junior Staff Establishments Committee**

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**Signature of Chairman, JSEC**

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**Date**

**PART V: (To be completed by the Chairman, ASAPC where applicable)  
Recommendation of Administration and Services Appointments and Promotions Committee/  
Junior Staff Establishments Committee.**

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**Signature of Secretary ASAPC/JSEC**

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**Date**