

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



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

**PART 1: To be completed by staff member**

**File No.:**

**GSM.:**

**Session: .....**

**Institutional Email:**

**Alternate Email:**

**A. STAFF DATA**

1. Name: \_\_\_\_\_  
(Surname)
2. Department: \_\_\_\_\_
3. Current Duty Post: \_\_\_\_\_
4. Date, Rank and Grade Level on first Appointment: \_\_\_\_\_
5. Date, Rank and Grade Level/Step: \_\_\_\_\_
6. Date, Rank and Grade Level on current appointment (if different from the above (4) above: \_
7. Change of Cadre and Date (if Any): \_\_\_\_\_
8. Date of Confirmation of Appointment: \_\_\_\_\_
9. Rank being applied for: \_\_\_\_\_

**B. QUALIFICATIONS:**

1. Academic and Professional

Degree/Diplomas/Certificates	Institutions	Date of Award

**C. SHORT COURSES**

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

**D. WORKING EXPERIENCE**

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

**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. etc (Please indicate Dates).

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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	
	<b>Total</b>	<b>55</b>	

Signature of Head of Department

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 Work (see part II above)	55	
5	Other Public Activities	5	
	<b>Total Scores</b>	<b>100</b>	

Signature of Head of Division/Unit/Section

Date

**B RECOMMENDATIONS AND DECISIONS**

1. Recommendation of Head of Department/Departmental Committee

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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.**

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Signature of Secretary, SSEC

Date

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Signature of the Secretary to the Council.