



FEDERAL UNIVERSITY WUKARI
200 Katsina-Ala road, P.M.B. 1020, Wukari Taraba State, Nigeria
(Office of the Registrar)

CONFIDENTIAL

File No: P.....

ANNUAL PERFORMANCE EVALUATION REPORT

(Senior Administrative, Technical and Professional Staff Only)

Period of Report.....Session

PART A

(To be completed by member of staff)

Information should be hand written and legible
Two (2) copies of the forms are to be completed

- 1) Name:
- 2) Date of Birth:
- 3) Nationality: State:..... LGA:.....
- 4) Department:.....
- 5) Date of First Appointment:.....
- 6) Post & Salary Scale/Step on first appointment:.....
- 7) Date of confirmation of appointment:
- 8) Date of last promotion:
- 9) Post and Salary Scale/Step on last promotion:.....
- 10) Date of Present Appointment with FUW*
- 11) Present Salary Scale: CONTISS:.....Step:.....
- 12) In-service training since appointment with dates
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13. Qualifications:

a) Academic/Professional (Honorary degree not to be included)

University Degree/ Diploma	Class (if any) and specialization	Awarding Institution	Date

14) Working Experience

Employer	Designation	Nature of duty	Date

Signature of StaffDate:

PART B

(To be completed by the Supervising/Reporting Officer)

In assessing the candidate, the Supervising/Reporting Officer is requested to score in the appropriate columns below:-

S/No		2.5	2.0	1.5	1.0	0.5
i.	Integrity					
ii.	Industry					
iii.	Initiative					
iv.	Intellectual ability					
v.	Relationship with staff/ public					
vi.	Supervisory ability					
vii.	Ability to tackle difficult problems					
viii.	Ability to work unsupervised					
ix.	Thoroughness in handling jobs					
x.	Cooperation with others at work					
xi.	Creative ability/productivity					
xii.	Power of judgment and common sense					
xiii.	Ability to take on higher responsibility					
xiv.	Ability to perform under pressure					
xv.	Problems recognition and resolution and effective utilization of subordinate staff.					
xvi.	Effective communication skills (especially minutes of meetings budgetary defenses, processing of vouchers and carrying out maintenance work efficiently).					
xvii.	Ability to delegate effectively and ability to offer constructive suggestions to clients and associates.					
xviii.	Broad business sense and demonstration of leadership skills.					
xix.	Time in rank (2.5 marks per year for over and above 3 years time in rank maximum of 5 marks).					

Appraisal Examination Score:

KEY: Outstanding	2.5 marks
Very Good	2 marks
Satisfactory	1.5 marks
Acceptable Performance	1.0 marks
Poor	0.5 marks

NB: 60 points is the minimum eligibility scores for promotion with 30 coming from i-xix above and 30 coming from Appraisal Promotion Examination.

The summary of my assessment is that he/she is:

- a) Exceptionally qualified
- b) Qualified
- c) Qualified but no vacancy/Assessment by A&PC *
- d) Marginally qualified
- e) Qualified but not sufficiently matured in experience
- f) Incompetent to undertake the duties of his next level of responsibility.

15. Therefore, I recommend:-

- a) Promotion to the post of.....Promotion and/or conversion to the post of
- b) Confirmation of appointment to retiring age
- c) No change in status but renewal of contract for.....years
- d) No change in status but commendation in recognition of good work/conduct for the following reasons:.....
- e) No change in status but increase in salary steps.
- f) Disciplinary action is to be taken for the following reasons:
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(Delete whichever is not applicable)

Name:

Designation:

Signature:..... Date:

PART C

(To be completed by the Head of Department/Unit)

- a. I agree with the report and recommendation of the Supervising/Reporting Officer
- b. I do not agree with the report and recommendation of the Supervising/Reporting Officer for the following reasons:

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Name:

Signature:Date:

(TO BE COMPLETED BY REGISTRAR/BURSAR/LIBRARIAN/DEAN/DIRECTOR)

- a) I endorse the report and recommendation of the Supervising/Reporting Officer
- b) I do not agree with the report and recommendation of the Supervising/Reporting officer in Part B above for the following reasons:.....

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Name:

Signature:Date:

Decision of Appraisals and Promotions Committee

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Date

Chairman, A&PC