



FEDERAL UNIVERSITY WUKARI

200 Katsina-Ala road, P.M.B. 1020, Wukari Taraba State, Nigeria

(OFFICE OF THE REGISTRAR)

CONFIDENTIAL

FILE NO: JP.....

ANNUAL PERFORMANCE EVALUATION FORM

(JUNIOR STAFF ON CONTISS 1 - 5)

PERIOD OF REPORT.....SESSION

NOTE: This form should be completed by all Junior Staff, endorsed and sent by the Head of Department to the Establishment Division.

PART A

- 1) Name:.....
(Surname) (Other Names)
- 2) Date of Birth.....
- 3) Nationality..... State of Origin..... LGA.....
- 4) Registered Domicile:.....
- 5) Department:.....
- 6) Date, Rank, CONTISS and Step on First Appointment:.....
.....
- 7) Present Salary Scale:.....
CONTISS.....Step:.....
- 8) Education/Professional Qualification(s) with dates since first appointment:

| Name of Schools Attended | Period | | Cert/Diploma/ Trade Test Certificate Obtained |
|--------------------------|--------|----|---|
| | From | To | |
| | | | |
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| | | | |
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Signature of Member of Staff:.....

Date:.....

9) **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:

| Area of Scoring | | 5 | 4 | 3 | 2 | 1 |
|------------------------|---------------------------------|----------|----------|----------|----------|----------|
| i. | Efficiency | | | | | |
| ii. | Ability to learn | | | | | |
| iii. | Knowledge of work | | | | | |
| iv. | Initiative | | | | | |
| v. | Leadership qualities | | | | | |
| vi. | Dependability and reliability | | | | | |
| vii. | Attitude to work | | | | | |
| viii. | Relationship with staff/public | | | | | |
| ix. | Punctuality | | | | | |
| x. | Integrity | | | | | |
| xi. | Promotion Exam scores out of 50 | | | | | |

Total:.....:

NB: To be eligible for promotion, a candidate must score a minimum of 30 marks from i-x above and 30 marks from Promotion examination making a total of 60 marks.

KEY: Outstanding 5 Marks
 Very Good 4 Marks
 Good 3 Marks
 Satisfactory 2 Marks
 Poor 1 Mark

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

- a) Recommended for Promotion to the rank of.....
- b) Qualified for confirmation of appointment to the retiring age of 65 years in Service
- c) Qualified for Commendation for hard work.
- d) Not recommended for any change in status.
- e) Recommended for Disciplinary action for the following reasons:

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.....

Name of Reporting Officer:

Designation:.....

Signature:Date:.....

RECOMMENDATIONS OF HEAD OF DEPARTMENT

Do you endorse the recommendation of the Reporting Officer? (Yes) (No)

If no, please comment freely:

.....
.....
.....

NAME OF HEAD OF DEPT.

SIGNATURE

Decision of the Junior Staff Committee:

Recommended / Not Recommended

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.....

Date

Chairman, JSC