

UNIVERSITY FOR DEVELOPMENT STUDIES

(Office of the Registrar, Establishment Division)

FORM FOR EVALUATION AND PROMOTION (ADMINISTRATIVE/PROFESSIONAL STAFF)

PART I: To be completed by staff member

Staff Number: _____ Session: _____

A. PERSONAL DATA

1. Name: _____

2. Department: _____

3. Date, Rank and Salary on First Appointment: _____

4. Date, Rank and Salary on Last Promotion: _____

5. Date, Rank and Salary of Current Position Showing Scale and Step:

B. QUALIFICATION:

1. Academic and professional

Degree/Certificate	Institution	Date of Award

C. SHORT COURSES:

Description	Institution/Organizer	Venue and Date

D. WORKING EXPERIENCE:

Institution	Description	Duration

E. OTHER PUBLIC ACTIVITIES:

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 work.

Signature of Staff Member

Date

PART II

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

1. Foresight and Initiatives	4''	
2. Judgment	4''	
3. Human Relations	5''	
4. Acceptance of Responsibility	4''	
5. Reliability under Pressure	4''	
6. Management of Staff	4''	
7. Output	4''	
8. Punctuality	4''	
9. Knowledge of Administrative procedures	4''	
10. Ability to work on one's own	4''	
11. Quality of servicing Committees	5''	
TOTAL	46 points	

Signature of Head of Division/Unit/Section

Date

B. COMMENTS: (To be completed by Staff Member)

I certify that I have seen the contents of this report (Part I and II) 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 THE HEAD OF DIVISION/SECTION

		Scores
1. Qualification	20 points	
2. Short Courses	4"	
3. Working Experience	10"	
4. Quality of Work(See Part II above)	46"	
5. Promotion of Work	16"	
6. Other Public Activities	4"	
TOTAL SCORE	100	

Signature of Head of Division/Unit/Section

Date

B. RECOMMENDATION AND DECISION

1. Recommendation of Head of Department/Departmental Committee.

Signature of Head of Department

Date

2. Recommendation of the Registry Appointments Committee

Chairman's Signature

Date

3. Recommendation of the Appointments Board.

Secretary, Appointments Board

Date

4. Decision of the University Council

Secretary to Council

Date