



**FEDERAL UNIVERSITY BIRNIN KEBBI**  
(Office of the Registrar, Establishments Division)

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

**Session: 2017/2018**

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

**File No.:** \_\_\_\_\_

**GSM No.** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**A. PERSONAL DATA**

1. Name: \_\_\_\_\_
2. Department: \_\_\_\_\_
3. Date, Rank Salary on first promotion: \_\_\_\_\_
4. Date, Rank and Salary on last promotion: \_\_\_\_\_
5. Date, Rank and Salary on current appointment (if different from (4) above: \_\_\_\_\_
6. Rank Being applied for: \_\_\_\_\_

**B. QUALIFICATIONS:**

1. Academic and Professional

Degrees/Diplomas/Certificates	Institutions	Date of Award

**C. SHORT COURSES**

<b>Title of Course</b>	<b>Organizers</b>	<b>Venue</b>	<b>Date (From..... to .....</b>

**D. WORKING EXPERIENCE**

Institution	Designation/Rank	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. (Please indicate Dates).

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

\_\_\_\_\_  
Date

**PART II:**

**A. EVALUATION (to be completed by Head of Division Unit/Section)**

S/n	Assessment	Points	Scores
1.	Foresight and Initiative	5	
2.	Judgement	5	
3.	Expression on paper	8	
4.	Relationship with Public & Colleagues	5	
5.	Reliability under pressure	5	
6.	Management of Staff	5	

7.	Output and Quality of Work	5	
8.	Punctuality	5	
9.	Drive and Determination	5	
10.	Computer Literacy	7	
	<b>Total</b>	<b>55</b>	

\_\_\_\_\_  
Signature of Head of Department

\_\_\_\_\_  
Date

**B. COMMENTS (To be completed by staff member)**

I certify that I have seen the contents of this report (PART 1 and 2) and that my superior officer has discussed them with me. I have the following comments to add/ I have no comments to add:

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Date

**PART III: CONFIDENTIAL**

**A. OVERALL ASSESSMENT BY THE HEAD OF DIVISION/UNIT/SECTION**

S/n	Assessment	Points	Scores
1.	Qualification	25	
2.	Short Courses	5	
3.	Working Experience	10	
4.	Quality of works (see part II above)	55	
5.	Other Public Activities	5	
	<b>Total Score</b>	<b>100</b>	

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

\_\_\_\_\_  
Date

**B. PROMOTION EXAMINATIONS RESULTS (For promotion to CONTISS 12 and above only)**

S/n	Assessments	Administrative Staff	Scores	Technical Service Staff	Scores
1.	Personality	5 points		5 points	
2.	Oral English	15 points		10 points	
3.	Knowledge of subject matter	20 points		25 points	
4.	General Knowledge	10 points		10 points	
5.	Written Test	50 points		50 points	

\_\_\_\_\_  
Signature of Chairman of ASAPC

\_\_\_\_\_  
Date

**C. 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 Centres 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, SSAPC

\_\_\_\_\_  
Date

4. **Decision of the Council**

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Signature of the Secretary to the Council