



FEDERAL UNIVERSITY OF AGRICULTURE ZURU

[Office of the Registrar]

Annual Performance Evaluation Report

(Senior Administrative, Technical and Professional Staff Only)

CONFIDENTIAL

Period of Report...2022/2023.... Academic Session SP. No.....

Note: a) Information should be type- written

b) Two copies of the form to be completed

PART A: To be completed by member of staff

1. College
2. Department
3. Phone Number
4. Date of Assumption of Duty
5. Name in Full
6. Date of Birth..... Place.....L.G. A.....State.....
7. Registered Domicile.....
8. Nationality
9. Date of Confirmation of Appointment
10. Membership of Professional Body

11. Appointment and Promotion

S/N	Appointment	Date	Position	Salary Scale/ Step
1.	1 st Appointment			
2.	1 st Promotion			
3.	2 nd Promotion			
4.	3 rd promotion			
5.	4 th Promotion			
6.	5 th Promotion			
7.	6 th Promotion			
8.	Present Rank			

12. Period of Leave of Absence from University

S/N	Destination	Date	Date of Resumption of Duty
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

13. Criteria for Performance Evaluation**13.1 Qualification**

S/N	Degree	Specialization	Date	Institution
1.				
2.				
3.				
4.				
5.				
6.				

13.2 Time in Rank.....

13.3 Work Experience.....

13.4 Professional Practice

S/N	Nature of Practice	Date
1.		
2.		
3.		

13.5 Academic/ Administrative Leadership

S/N	Nature of Leadership	Date
1.		
2.		
3.		

13.6 Community Service

a) University Community Service

S/N	Nature of Service	Date
1.		
2.		
3.		
4.		

b) Public Service

S/N	Nature of Service	Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		

14 Any other information that may assist the Committee in determining your performance during the year.

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15 Certification by Staff

I certify that the information contained in Part A is correct to the best of my knowledge

Signature.....

Date.....

PART B: TO BE COMPLETED BY THE SUPERVISING OFFICER

1. For how long the candidate has worked under you.....

2. Rate the performance of the candidate for the period of assessment

NB: Outstanding (10 points), Very Good (8 points), Satisfactory (6 points), Poor (4 points) Very Poor (2 points).

S/N	Criteria	Points				
		10	8	6	4	2
1	Ability to perform under pressure and take on higher responsibility.					
2	Ability to delegate effectively and to offer constructive suggestions to client and associates.					
3	Creative ability to take difficult problem/unsupervised work and thoroughness in handling jobs.					
4	Effective communication skill e.g. minutes of meetings, budgetary defense					
5	Industry					
6	Initiative					
7	Integrity					
8	Power of judgment and commonsense.					
9	Relationship/cooperation with colleagues.					
10	Punctuality to work.					

3. The eligibility score for promotion of the candidate

S/N	Criteria	Score
1.	Qualification	
2.	Time in Rank	
3.	Work Experience	
4.	Professional Practice	
5.	Community Service	

4 **General Comments**

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5 Recommendation

- (a) Promotion to rank of
- (b) Conversion to the post of
- (c) No change of status but confirmation of appointment to retirement age
- (d) No change of status but commendation for the following reason(s).....
- (e) Renewal of contract
- (f) No change of status
- (g) Termination of contract for the following reason(s).....
- (h) Reprimand for the following reason(s).....

Name of supervising officer

Designation

Grade level

Signature Date

PART C: To be completed by the Head of Unit.

- 1. For how long the candidate has worked under you
- 2. Endorsement of comments and recommendation of the supervising officer.

NB: The assessment of candidate should be discussed with the supervising officer before endorsement or otherwise.

- a) I endorse the comments and recommendation(s) of the supervising officer.
- b) I do not endorse the comments and recommendation(s) of the supervising officer for the following reason(s).....
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Name of Head of Unit

Designation

Grade level

Signature Date



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(Office of the Registrar)

ANNUAL PERFORMANCE EVALUATION REPORT 2022/2023 EXERCISE SUMMARY FOR **SENIOR ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL STAFF**

S/No.	Name/SP. No.	Date of Assumption of Duty with Rank	Present Rank/Date/Salary Scale/Step	Highest Qualification/Date	Oral Exam Score	Time in Rank	Eligibility Score	Recommendations				
								HOD	Cadre Panel	Admin Panel	A&PC	Council
1.												
2.												
3.												
4.												
5.												

- Note; (i) please you are to ensure that all entries are typed in Calibri (Body) and the font size should be (10)
(ii) All names and SP. No. should be in natural order please