

UNIVERSITY OF ILORIN
STAFF PERFORMANCE ASSESSMENT FOR PROMOTION
(ADMINISTRATIVE AND PROFESSIONAL STAFF)

FILE NO:.....

Faculty/Department/Unit

1. Name in Full:
(Surname First and in Block Letters)

2. Date and Post on First Appointment:

Date of Confirmation of Appointment:

3. Present Post:

4. Date of Last Promotion:.....

5. Faculty/Department/Unit Posted since Last Promotion with dates:

From:.....

To:

From:.....

To:

6. **Indicate whether Present Post is by Appointment/Review/Promotion**

.....
(Fill in which is appropriate and indicate the effective date)

7. Next Post and CONTISS:.....

8. **Qualification for the Next Post (where applicable)**

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9. Minimum Years of Experience for Next Post:.....

10. **Present Qualifications, Awarding Bodies and Dates:**

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11. STAFF LAST THREE (3) YEARS ANNUAL PERFORMANCE GRADES

		IMMEDIATE THREE (3) YEARS GRADING			POINT
		1 ST YEAR (2020)	2 ND YEAR (2021)	3 RD YEAR (2022)	AGGREGATE
(a)	Foresight				
(b)	Penetration				
(c)	Judgment				
(d)	Expression on Paper				
(e)	Oral Expression				
(f)	Numerical ability (if applicable)				
(g)	Relations with Colleagues				
(h)	Relations with the Public				
(i)	Acceptance of responsibility				
(j)	Reliability under Pressure				
(k)	Drive and Determination				
(l)	Application of Professional/ Technical knowledge				
(m)	Management of Staff (if applicable)				
(n)	Output of Work				
(o)	Quality of Work				
(p)	Punctuality				

NOTE:

A	-	5	-	Excellent
B	-	4	-	Very Good
C	-	3	-	Good
D	-	2	-	Fair
E	-	1	-	Poor

Candidate's Score:

Maximum Score Obtainable:

Obtained Score:

General Assessment:

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12. Warning(s) given and Disciplinary Action(s) taken (if any)
Against the Staff (since the last Promotion and for what reason(s))

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13. Recommendation:

That he/she be promoted to the next post:

on CONTISS:

(Name and Signature of the Reporting Officer).....

Date:

.....
(Registrar's Signature)

Date:.....