CONFIDENTIAL

FEDERAL COLLEGE OF EDUCATION (TECHNICAL) POTISKUM

(Office of the Registrar)

JUNIOR STAFF

ANNUAL PERFORMANCE EVALUATION REPORT

JANUARY – DECEMBER 2026

This Form should be completed by ALL Junior Staff and be returned by the Reporting Officer to the Junior Staff Establishment Unit

PART 'A' BIODATA

(TO BE COMPLETED BY THE STAFF)

1. (a) Name:……
Surname First Name Middle Name

(b) ID Number: ……. (c) Gender: …… (d) Marital Status: ……

(e) Phone Number: ……..…….……..… (f) Date of Birth:……

2. (a) School/Dept./Unit:……...……

(b) Date of First Appointment and Rank…….……...

(c) Date of Present Appointment, Salary Scale and Rank…….…….

3. **Qualification(s) Obtained**

NAME OF SCHOOLS ATTENDED	DATE	CERTIFICATE(S) AWARDED WITH DATES

4. **Working Experience with Former Employers with Dates**

NAME OF EMPLOYER	POST HELD	SCHEDULE OF DUTY	DATE

6. **Present schedule of duties in the College during period of report**

(Give brief description)

……

……

PART 'B'

(TO BE COMPLETED BY THE REPORTING OFFICER)

		5	4	3	2	1	N/A
i.	Integrity						
ii.	Punctuality						
iii,	Human Relationship						
iv.	Ability to work unsupervised						
v.	Appearance						

In the light of the above assessment, I recommend;

(a). Confirmation of Appointment: ……..……...

(b). Promotion to the Post of: …….…….

(c). Training: ……..…….

(d). Possible Change of Cadre: ……...…….

(e). Disciplinary Action: ……...……..

(f). Any other recommendation (Specify)

……...……

……...……

Name of Reporting Officer: …….……...……

Designation: ……...……

Signature: ……..……. Date: ……..

PART 'C'

RESPONSE TO ASSESSMENT IN PART 'B' ABOVE
(TO BE COMPLETED BY THE OFFICER REPORTED UPON)

I …… of School/Dept./Unit……

having carefully studied the above assessment do hereby agree/disagree with the assessment.

If the response is in the negative, state reasons below;

……..…

……..…

……..……

(Attach additional paper(s) if space is not adequate)

Signature of Staff: ……..…… Date: ……

PART 'D'
COMMENTS BY THE REGISTRAR

Having carefully studied the assessment, response and recommendations made in parts 'B' and 'C' above, I wish to make the following Comment;

……..……

……..……

……..……

Signature: …… Date: ……

PART 'E'
DECISION OF THE JUNIOR STAFF APPOINTMENT AND PROMOTION COMMITTEE (JSA&PC)

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…….

Signature of Chairman: …… Date:……