



CONFIDENTIAL

FEDERAL COLLEGE OF EDUCATION (TECHNICAL) POTISKUM

(Office of the Registrar)

SENIOR NON-TEACHING STAFF

ANNUAL PERFORMANCE EVALUATION REPORT

JANUARY – DECEMBER 2023

This Form should be completed by ALL Senior Non-Teaching Staff and be submitted to the Reporting Officer for onward submission to the Establishment Division

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:.....

(d) Nature of Appointment: Permanent Tenure Provisional

3. Qualification(s) Obtained

CERTIFICATE(S) OBTAINED	CLASS/SPECIALIZATION	AWARDING INSTITUTION	DATE

4. Membership of Professional Bodies

NAME OF BODY	STATUS	DATE OF ISSUANCE

5. Working Experience with Former Employers with dates

NAME OF EMPLOYER	POST HELD	SCHEDULE OF DUTY	DATE

PART ‘B’ SCHEDULE OF DUTY

(TO BE COMPLETED BY THE STAFF)

1. Schedule of duties in the College during period of report

(Give brief description)

.....

2. Give any other information including other activities in the College outside normal schedule

e.g Community Service, Membership of Committee(s)

.....

PART ‘C’ ASSESSMENT & RECOMMENDATION

(TO BE COMPLETED BY THE REPORTING OFFICER)

		5	4	3	2	1	N/A
i.	Integrity						
ii.	Industry						
iii.	Initiative						
iv.	Intellectual Ability						
v.	Punctuality						
vi.	Productivity						
vii.	Human Relationship						
viii.	Supervisory Ability						
ix.	Ability to work unsupervised						
x.	Ability to tackle Problems						
xi.	Reliability under Pressure						
xii.	Ability to take Higher Responsibility						

KEY: 5 (EXCELLENT), 4 (V. GOOD), 3 (GOOD), 2 (FAIR), 1 (POOR)

Recommendation by the Reporting Officer

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 Office:

Designation:.....

Signature: Date:.....

PART ‘D’

RESPONSE TO ASSESSMENT IN PART ‘C’ 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 ‘E’

COMMENTS BY THE REGISTRAR

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

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Signature:..... Date:

PART 'F'

DECISION OF THE SENIOR STAFF INTERNAL ASSESSMENT COMMITTEE (SSIAC)

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Signature of Chairman:

Date:.....