CONFIDENTIAL

FEDERAL COLLEGE OF EDUCATION (TECHNICAL) POTISKUM

(Office of the Registrar)

SENIOR NON-TEACHING STAFF

ANNUAL PERFORMANCE EVALUATION REPORT

JANUARY – DECEMBER 2026

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)

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2. Give any other information including other activities in the College outside normal schedule e.g Community Service, Membership of Committee(s)

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PART 'C' ASSESSMENT & RECOMMENDATION (TO BE COMPLETED BY THE REPORTING OFFICER)

		4	3	2	1	0
i.	Integrity					
ii.	Initiative					
iii.	Intellectual Ability					
iv.	Punctuality					
v.	Productivity					
vi.	Human Relationship					
vii.	Supervisory/Ability to Tackle Problems					
viii.	Ability to work unsupervised					
ix.	Reliability under Pressure					
x.	Ability to take Higher Responsibility					

KEY: 4 (EXCELLENT), 3 (V. GOOD), 2 (GOOD), 1 (FAIR), 0 (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). Commendation for Hardwork :……..

(g). 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'

HOD REMARKS

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Name of the designation officer…….

Signature:…… Date: ……..

PART 'F'

COMMENTS BY THE REGISTRAR

Having carefully studies the assessment, response and recommendations made in part "C", "D" and "E" above, I wish to make the following comment:

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Signature:…… Date: ……..

PART "G"

DECISION OF THE SENIOR STAFF INTERNAL ASSESSMENT COMMITTEE (SSIAC)

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Signature:…… Date: ……..