

UNIVERSITY OF HEALTH AND ALLIED SCIENCES

STRICTLY CONFIDENTIAL

APPLICATION FOR PROMOTION

SENIOR STAFF GRADE

[STRICTLY FOR SENIOR STAFF]

IMPORTANT

It is important that Deans of Schools, Heads of Departments/Units and Directors complete the Confidential Assessment Section Personally. The information may be typed or hand-written.

SECTION A

PERSONAL RECORD: (To be completed by the candidate)

1. Full name of candidate:
2. Date of Birth:
3. Department:
4. Year and Grade of First Appointment in the University:
.....
5. Qualification on your first Appointment in the University:
.....
6. Present Grade/Post:
7. Application for Promotion to:
8. Date of last promotion (if applicable):
9. Qualification as at last promotion:
10. Additional qualifications obtained since last Appointment/Promotion (List subjects studied & grades obtained where applicable)
.....
.....
.....

11. Duties performed in present grade:

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.....

12. Do you have any suggestions for improvement of your performance?

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13. Justification for promotion:

.....

14. Do you supervise other staff?

15. If yes, give details:

.....

.....

.....

.....
(Signature of Applicant)

.....
(Date)

.....
Contact Number

**SECTION B
CONFIDENTIAL ASSESSMENT**

(To be completed personally by Head of Department/Organisation)

1. KNOWLEDGE OF WORK

- i. To what extent is he/she conversant with his/her work? (Where necessary refer for Technical/Professional assessment)

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- ii. Is he/she well-informed as to the rules and regulations relevant to his/her duties?

.....

- iii. Any other comments?

.....

2. SENSE OF RESPONSIBILITY AND DEGREE OF OUTPUT

- i. To what extent is the Officer conscientious in the performance of his/her duties? (Please tick as appropriate)

Very Good	Good	Satisfactory	Indifferent

- ii. Can he/she be relied upon to do his/her work as required with the minimum of supervision?

.....

- iii. Does he/she willingly accept additional responsibility?

.....

- iv. Is he/she punctual to work?

- v. Is he/she normally available at work?

- vi. Does he/she always take the initiative?

- vii. Suggestions made for improvement of candidate's performance

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3. CONTROL OF SUBORDINATE STAFF (IF ANY)

- i. Does he/she get the best out of them?
- ii. Do they work quite well with him/her or for him/her?
- iii. Is he/she competent in dealing with them?
- iv. Any other comments?

4. GENERAL DISPOSITION

- i. Is he/she courteous and affable, cheerful and obliging to his/her colleagues?
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- ii. Does he/she show respect for his/her senior and junior staff?
- iii. Any other comments?
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5 a. GENERAL IMPRESSION

Please state your general impression of the officer e.g. His/her strong points and his/her weakness, personality, temperament and special talents

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b. OVERALL GRADING OF OFFICERS PERFORMANCE

Please tick one of the following grading, as appropriate
 (Note: a grade “C” does not enhance chance of promotion)

Excellent	(90% to 100%)	A
Very Good	(75% to 89%)	B+
Good	(60% to 74%)	B
Satisfactory/Average	(50% to 59%)	C
Below Average	(40% to 49%)	D
Poor	(below 40%)	E

6. RECOMMENDATION: (Please tick the appropriate option)

.....
 Recommended for promotion

.....
Not Recommended for promotion

SECTION C

ESTABLISHMENT/JOB DESCRIPTION (To be completed by Head of Department)

i. Is there an Establishment for the grade being applied for?

ii. Vacant Post(s) to be filled:

iii. Job description for the post:

.....

iv. Qualifications for the post (as set out in the scheme of service for senior staff)

Educational:

Experience:

.....
 (Name of Head of Department)

.....
 (Signature of Head)

Date:

SECTION D (For Official Use Only)

DECISION OF THE PROMOTION COMMITTEE

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(Signature of Chairman)

.....
Date

.....
(Signature of Secretary)

.....
Date