

UNIVERSITY OF HEALTH AND ALLIED SCIENCES

STRICTLY CONFIDENTIAL

**CONFIDENTIAL ASSESSMENT OF CANDIDATES
FOR PROMOTION UNDER THE POOL PROMOTION SCHEME**

[STRICTLY FOR JUNIOR STAFF]

IMPORTANT

It is important that Deans of Faculties and Heads of Departments/Organisations complete the Assessment Form Personally. The information may be typed or hand-written.

SECTION A

Full name of Candidate:

Date of First Appointment:

Present Grade:

Date of Appointment to present Grade:

Department:

Application for Promotion to:

1. KNOWLEDGE OF WORK

- i. To what extend does he/she know his/her work:
- ii. Is he/her well informed as to the rules and regulations relevant to his/her duties?
.....

2. SENSE OF RESPONSIBILITY AND DEGREE OF OUTPUT

- i. To what extent is the Officer conscientious in the performance of his/her duties?
.....
- ii. Can he/she be relied upon to do his/her work as required with the minimum supervision?
- iii. Does he/she grumble when assigned additional responsibility?
- iv. Is his/her output consistently more than is normally required / just enough to get less than adequate?

v. How often does he/she absent him/herself from work with permission?

vi. Is he/she punctual to work?

3. CONTROL OF SUBORDINATE (IF ANY)

i. Does he/she get the best out of them?

ii. Do they work quite well with him/her?

iii. Does he/she ensure that they meet deadlines?

4. GENERAL DISPOSITION

i. Is he/she courteous and affable, cheerful and obliging to his/her colleagues?

ii. Does he/she show respect for his/her senior officers?

5. STRENGTHS AND WEAKNESS

i. Please state his/her strong points:

ii. Please state his/her weak points (areas for improvement):

6. GRADING

a. How would you grade the candidate? The assessment is to be made on the following basis:-

‘A’ Excellent (90% to 100%) EXCEPTIONALLY WELL QUALIFIED FOR PROMOTION

To be given sparingly. It is intended for outstanding candidate – the ‘flyer’ who Obviously should go much further, and, given reasonable chances, could do so quickly. He/she should already be fitted for the duties of the grade above that which he/she holds now.

‘B+’ Very Good (75% to 89%) WELL QUALIFIED FOR PROMOTION

For the candidate who will be able to carry out the duties of higher grade with something To spare and who is likely to be good enough for further promotion in the Comparatively short time.

‘B’ Good (60% to 74%) QUALIFIED FOR PROMOTION

For the candidate who will be able to carry out the duties of the higher grade.

‘C’ Satisfactory/Average (50% to 59%) marginally qualified for promotion

For the candidate who meets, on average, the requirement of the current job but is barely capable of carrying out higher responsibilities.

‘D’ Below Average (40% to 49%) Potentially suitable for promotion and should be reviewed later

Potentially suitable – is intended for the officer who shows real promise, but who in the assessor’s opinion is not yet quite mature or experienced enough for immediate promotion.

‘E’ Poor (below 40%) NOT YET QUALIFIED FOR PROMOTION

Not yet qualified – is intended to cover candidates who whilst not showing the clear promise of those marked ‘D’ may or may not develop the full qualification necessary.

‘F’ NOT FIT FOR PROMOTION

Not fit – is intended for the officer who is clearly unfit for promotion and who appears to have reached his ‘ceiling’

b. FINAL GRADING based on 6(a) above:

.....

(Name of Head of Department)

.....

(Signature of Head)

Date

SECTION B (For official use only)

DECISION OF THE APPOINTMENTS AND PROMOTIONS COMMITTEE