

**UNIVERSITY OF MINES AND TECHNOLOGY (UMaT), TARKWA
FORMS OF APPLICATION FOR PROMOTION
ESTABLISHED SENIOR AND JUNIOR STAFF**

PART 'A'. (To be completed by Officer being assessed)

APPLICATION FOR PROMOTION TO:

Academic year.....

Staff No:.....

1. Name in full:
(Surname)
(Other Names)

2. Date of birth:

3. State qualifications (with dates) and where these were obtained:

4. Present Position:

5. Present salary and scale:

6. Date of present appointment:

7. No. of years on present appointment:

8. Posts previously held in UMaT and elsewhere (with dates)

Department	Post	Dates	
		From	To

Description of duties in present appointment:

TO BE COMPLETED BY THE ASSESSOR

(Assessor should invite the staff to conduct the evaluation)

PART 'B'. (Ratings, Interpretations and Scores)

Rating	Interpretation	Score
Excellent	Always exceeds expectations, consistently completing more objectives than assigned with superior quality at the best performance possible.	5
Very Good	Always perform in accordance to job requirement with superior quality.	4
Good	Above average performance.	3
Satisfactory	Struggles to meet and does not always meet basic job requirement. Improvement is needed to maintain current position.	2
Poor	Does not meet basic job requirements and immediate improvement is needed for employment to continue.	1

Please tick (✓) the rating that best describe the performance of the officer with regards to Assessment of his/her competencies.

1. SENSE OF RESPONSIBILITY

	CRITERIA	5	4	3	2	1
a	Shows initiative and requires no prompting.					
b	Required little or no supervision to work.					
c	Adopt to new learning.					
d	Sets and provides direction to achieve challenging goals.					
e	Promotes high expectations for working.					
f	Keen to learn and adopt best practices from elsewhere.					
g	Abreast with educational/administrative innovation.					
h	Willing to accept additional responsibility.					

2. WORK PERFORMANCE AND ATTITUDE TO WORK

	CRITERIA	5	4	3	2	1
a	Consistently attains set goals and target.					
b	Knowledgeable about work					
-	Prepare lesson notes on time/understand work procedure					
-	Ability to stand in for a teacher/staff should the need be					
-	Complete work on time to achieve expected results					
c	Attends work regularly and stays at post.					
d	Punctuality at work and ability to report to work on time.					
e	Conversant with the rules and regulations of the work.					
f	Ability to use work related equipment and software to facilitate productivity.					
g	Performance of subordinate.					
h	Ability to improvise to perform work e.g. TLM/other equipment to work.					
i	Ability to use tools to work.					

3. RELATIONSHIPS AND CO-OPERATION

	CRITERIA	5	4	3	2	1
a	Gets on well with all categories of staff.					
b	Is easily accessible and approachable to students/colleagues.					
c	Polite and helpful to parent and visitors/polite to colleagues.					
d	Attends all department/unit meetings.					
e	Engage in co-curriculum activities.					
f	Prepared to engage in additional assignment.					
g	General work output.					
h	Participate in University functions.					
i	Motivate colleague to achieve work results.					

NO.	ASSESSIBLE AREAS	SCORE
1	SENSE OF RESPONSIBILITY	
2	WORK PERFORMANCE AND ATTITUDE TO WORK	
3	RELATIONSHIPS AND CO-OPERATION	
OVERALL SCORE		

INTERPRETATION OF SCORES

EXCELLENT
125-140

VERY GOOD
110-124

GOOD
95-109

SATISFACTORY
70-94

POOR
Below 70

TRAINING AND DEVELOPMENT NEEDS (Assessor to Comments)

i. With reference to the job description/key tasks, what competencies/skills does the employee lack?

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ii. What specific training would you recommend to enable him/her acquire the competencies needed?

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ANY OTHER COMMENTS (Please feel free to use extra sheets):

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iii. Recommendation (Please tick (√) the appropriate)

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Recommended for Promotion	Not Recommended for Promotion
.....
Name of Appraiser	Signature of Appraiser
.....
Rank of Appraiser	Date

DECLARATION BY STAFF

I certify that this evaluation report has been discussed with me and my comment is that the report is (Please Tick (√))

Accepted

Not Accepted

If 'Unacceptable' give reasons:

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Signature of Staff

Date

