



UNIVERSITY OF MINES AND TECHNOLOGY, TARKWA

STRICTLY CONFIDENTIAL

CONFIDENTIAL ASSESSMENT OF CANDIDATES ESTABLISHED JUNIOR AND SENIOR STAFF APPLYING FOR PROMOTION

TO REGISTRAR

IMPORTANT

It is important that Deans of Faculties and Heads of Departments/Sections/Units complete the Assessment Forms themselves. The information may be typed or hand-written.

FULL NAME OF CANDIDATE BEING ASSESSED:

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1. **KNOWLEDGE OF WORK:**

To what extent does he know his work? Is he well informed as to the rules and regulations relevant to his duties?

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2. **SENSE OF RESPONSIBILITY AND DEGREE OF OUTPUT:**

To what extent is the officer conscientious in the performance of his duties? Can he be relied upon to do his work as required with the minimum of supervision? Does he grumble when assigned additional responsibility? Is his output consistently more than is normally required or just enough to get by less adequate?

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3. **CONTROL OF SUBORDINATE STAFF:**

Does he get the best of them? Do they work quite well with him or for him? Is he incompetent dealing with them? Does he tend to allow them to work at their own pace or is he someone of a slave driver? Any other comments?

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4. **SHORTHAND AND TYPING (WHERE APPLICABLE)**

Does the sacrifice efficiency for speed, thereby achieving minimum results or does he combine speed with accuracy?

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5. **GENERAL DISPOSITION**

Is he courteous and affable, cheerful and obliging to his colleagues; does he show respect for his senior officers?

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6. **GENERAL IMPRESSION**

a) State your general impression of the officer, e.g. his strong points and his weaknesses, personality, temperament and special talents etc.

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b) Having regard to the standard of performance generally expected of staff of his grade and seniority, state whether you recommend/not recommend him for promotion

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7. **PARTICULARS OF: (DEAN/HEAD OF DEPARTMENT/SECTION/UNIT)**

Name:

Signature:

Date: