

Employee Information

Name:		Emp ID:	
Designation & Subject:		Campus:	
Department:		DOJ:	
Teacher training workshop: ☐ Attended ☐ Not attended	Confirmation date:		
Highest degree attested by HEC	☐ Yes	☐ No	

Reporting Officer

Rating Scale – 1 ... 5 (Poor to Outstanding)		
KPIs	Comments	Points
1. Quality of Work		/5
2. Quantity of Work		/5
3. Timeliness of Output		/5
4. Punctuality		/5
5. Team Work		/5
6. Initiative & Drive		/5
Note: Confirmation is subject to considerable marks in this section		/30
Remarks: _____		
Name: _____ Signature: _____ Date: _____		

Campus Recommendations

	Signature	Date
Head of School (for Computing) Name: _____ Remarks: _____		
Campus HR Name: _____ Remarks: _____		
Director Name: _____ Remarks: _____		

Head Office

HR-HQ Name: _____ Remarks: _____		
Registrar Remarks: _____	Recommended	Not Recommended
Rector ☐ Approved ☐ Not Approved	Signature: _____ Date: _____	
Remarks: _____		