

**Employee Information**

Name:		Emp ID:	
Designation:		Campus:	
Department:		DOJ:	
Teacher training workshop: <input type="checkbox"/> Attended <input type="checkbox"/> Not attended		Confirmation date:	
Highest degree attested by HEC		<input type="checkbox"/> Yes <input type="checkbox"/> 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
<i>Note: Confirmation eligibility criteria is 70% or above marks in thi section</i>		/30
Remarks: _____		
Name: _____ Signature: _____ Date: _____		

**Campus Recommendations**

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

**Head Office**

HR-HQ Name: _____ Remarks: _____		
<b>Registrar</b> Remarks: _____		
<b>Rector</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Signature: _____	Date: _____
Remarks: _____		