

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 is subject to considerable marks in this section</i>		/30
Remarks: _____		
Name: _____ Signature: _____ Date: _____		

Campus Recommendations

	Signature	Date
Head of School (<i>for Computing.</i>) Name: _____ Remarks: _____		
Campus HR Name: _____ Remarks: _____		
Director Name: _____ Remarks: _____		

Head Office

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