

UNIVERSITY OF GHANA

CONFIDENTIAL

APPLICATION FOR PROMOTION [FOR JUNIOR AND SENIOR STAFF]

(Two copies to be completed, one of which is to be submitted to the Registrar)

SECTION A

PERSONAL RECORD: (To be completed by the candidate)

1. Full name of candidate:
2. Date of Birth:
3. Department:
4. Year and Grade of First Appointment in the University:
.....
5. Qualification on your first Appointment in the University:
.....
6. Present Grade/Post: 7.

Application for Promotion to:

8. Date of last promotion (if applicable):
9. Qualification as at last promotion:
10. Additional qualifications obtained since last Appointment/Promotion (List subjects studied & grades obtained where applicable)
.....
.....
.....

11. Duties performed in present grade:

.....

.....

.....

.....

12. Do you have any suggestions for improvement of your performance?

.....

.....

.....

13. Justification for promotion:

.....

14. Do you supervise other staff?

15. If yes, give details:

.....

.....

.....

.....
(Signature of Applicant)

.....
(Date)

.....
Contact Number

**SECTION B
CONFIDENTIAL ASSESSMENT**

(To be completed personally by Head of
Department/Organisation)

1. KNOWLEDGE OF WORK

i. To what extent is he/she conversant with his/her work? (Where necessary refer for Technical/Professional assessment)

.....

ii. Is he/she well-informed as to the rules and regulations relevant to his/her duties?

.....

iii. Any other comments?

.....

2. SENSE OF RESPONSIBILITY AND DEGREE OF OUTPUT

i. To what extent is the Officer conscientious in the performance of his/her duties? (Please tick as appropriate)

| | | | |
|-----------|------|--------------|-------------|
| Very Good | Good | Satisfactory | Indifferent |
|-----------|------|--------------|-------------|

ii. Can he/she be relied upon to do his/her work as required with the minimum of supervision?

.....

iii. Does he/she willingly accept additional responsibility?

.....

iv. Is he/she punctual to work?.....

v. Is he/she normally available at work?

vi. Does he/she always take the initiative?

vii. Suggestions made for improvement of candidate's performance

.....

3. CONTROL OF SUBORDINATE STAFF (IF ANY)

- i. Does he/she get the best out of them?
- ii. Do they work quite well with him/her or for him/her?
- iii. Is he/she competent in dealing with them?
- iv. Any other comments?

4. GENERAL DISPOSITION

- i. Is he/she courteous and affable, cheerful and obliging to his/her colleagues?
.....
- ii. Does he/she show respect for his/her senior and junior staff?
- iii. Any other comments?
-
-
-

5a. GENERAL IMPRESSION

- a. Please state your general impression of the officer e.g. His/her strong points and his/her weakness, personality, temperament and special talents
.....
.....
.....
.....
.....
.....

b. OVERALL GRADING OF OFFICERS PERFORMANCE

Please tick one of the following grading, as appropriate
(Note: a grade “C” does not enhance chance of promotion)

| | | | |
|----------------------|---------------|----|-------|
| Excellent | (90% to 100%) | A | |
| Very Good | (75% to 89%) | B+ | |
| Good | (60% to 74%) | B | |
| Satisfactory/Average | (50% to 59%) | C | |
| Below Average | (40% to 49%) | D | |
| Poor | (below 40%) | E | |

6. RECOMMENDATION: (Please tick the appropriate)

.....
Recommended for promotion

.....
Not Recommended for promotion

SECTION C

ESTABLISHMENT/JOB DESCRIPTION (To be completed by Head of Department)

- i. Is there an Establishment for the grade being applied for?
- ii. Vacant Post(s) to be filled:
- iii. Job description for the post:
.....
.....
- iv. Qualifications for the post (as set out in the scheme of service for senior staff)
Educational:
.....
Experience:

(Name of Head of Department)

(Signature of Head)

Date:

SECTION D

DATE OF SUBMISSION OF APPLICATION FOR PROMOTION

Name of Applicant:.....

Current Grade:.....

Position Applied For:.....

Department/Unit:.....

Date of Submission of Application to Head of Unit:.....

Signature of Applicant:.....

Signature of Head of Unit:...../Date:.....

Date of Submission of Application to HRODD/Office of the College Secretary:.....

****This application should be completed and forwarded by the Unit Head together with the completed application forms for promotion.**

SECTION E (For Official Use Only)

DECISION OF THE POOL PROMOTION COMMITTEE

.....
(Signature of Chairman)

.....
Date

.....
(Signature of Secretary)

.....
Date