



UNIVERSITY OF GHANA

HUMAN RESOURCE AND ORGANISATIONAL DEVELOPMENT DIRECTORATE

EC.49

Ref. No.:

July 6, 2017

Dear Sir/Madam,

SUBMISSION OF 2016/2017 PERFORMANCE APPRAISAL FORMS FOR ALL JUNIOR AND SENIOR STAFF

1. I hereby wish to remind all Administrative Units to complete and submit Performance Appraisal forms for all permanent Junior and Senior staff in their Units for the **2016/2017** academic year. The completed forms should reach HRODD by **Friday July 28, 2017** to enable timely feedback on forms received.
2. Kindly take note of the decision taken by HRODD in January 2013 that annual appraisal is now academic year based. This is reflected on the revised appraisal for on the HRODD website at <http://www.ug.edu.gh/hrodd/forms>.
3. Per its circular in 2013, submitted forms which are backdated for more than two (2) years will be rejected.
4. Heads are to ensure that all sections of the appraisal form are completed before submission.
5. **Section VII of the appraisal form must be completed by Director/Head of Unit/Hall Master only.**

Kindly bring this notice to the attention of your staff.

Counting on your cooperation.

Thank you

Yours faithfully

Emelia Nartey
for: **Director, HRODD**

Distribution
Central Administration