Osun State University, Osogbo

PROMOTION OF ADMINISTRATIVE AND TECHNICAL STAFF: SCORING SYSTEM

Promotion of Administrative and Technical Staff shall be based on the criteria stated in tabular form for each staff cadre as follows, provided that no staff in any cadre be promoted until he has spent at least three years on a grade.

A. ADMINISTRATIVE OFFICERS CADRE

S/N	CRITERIA	MAX POINTS	AO II-AOI	AO I - AR	AR - SAR	SAR - PAR	PAR-DR
A.	**QUALIFICATION**	**8**	**5**	**7**	**7**	**7**	**7**
	i. Self-Development, (In-service Training, Seminar, etc.)	(5)	(3)	(5)	(5)	(5)	(5)
	ii. Computer Literacy	(3)	(2)	(2)	(2)	(2)	(2)
B.	**JOB KNOWLEDGE**	**15**	**5**	**7**	**8**	**10**	**12**
	i. Understanding of University Procedures.	(5)	(2)	(3)	(3.5)	(4)	(4.5)
	Ii. Ability to write minute and reports.	(5)	(2)	(3)	(3)	(4)	(4.5)
	iii. Ability to write official speeches.	(5)	(1)	(1)	(1.5)	(2)	(3)
C.	**JOB PERFORMANCE AND OUTPUT**	**30**	**15**	**17**	**18**	**22**	**24**
	i. Quantity of output	(7)	(3.5)	(3.5)	(3.5)	(4.5)	(5.0)
	ii. Quality of output	(7)	(3.5)	(4.0)	(4.0)	(5.5)	(6.0)
	iii. Consistency in performance	(4)	(2.5)	(2.5)	(2.5)	(3.5)	(4.0)
	iv. Speed of administrative action	(5)	(3.0)	(3.0)	(3.5)	(4.0)	(4.5)
	v. Initiative and Alertness	(7)	(3.5)	(4.0)	(4.5)	(4.5)	(4.5)
D.	**EXPERIENCE** Experience in University Administration	7	1	2	3	4	5
B.	**ATTITUDE TO WORK**	**11**	**6**	**7**	**8**	**9**	**10**
	i. Responsiveness to training/demand	(5)	(2)	(3.0)	(3.5)	(4.0)	(4.5)
	ii. Co-operativeness	(3)	(2)	(2.0)	(2.5)	(2.5)	(2.5)
	iii. Willingness to accept additional responsibilities	(3)	(2)	(2.0)	(2.0)	(2.5)	(3.0)
F.	**INTEGRITY**	**9**	**6**	**6**	**6**	**6**	**6.0**
	i. Self discipline	(3)	(2)	(2)	(2)	(2)	(2)
	ii. Dependability	(3)	(2)	(2)	(2)	(2)	(2)
	iii. Honesty	(3)	(2)	(2)	(2)	(2)	(2)

G.	LEADERSHIP	20	2.0	4	10	12	16
	i. Ability to motivate	(3)	(0.5)	(1)	(2.0)	(2.5)	(2.5)
	ii. Special skills and competence	(3)	(0.5)	(0.5)	(1.5)	(2.0)	(2.0)
	iii. Organising ability	(3)	(0.5)	(1.0)	(1.5)	(2.0)	(2.0)
	iv. Judgment and maturity	(4)	(0.5)	(1.5)	(2.0)	(2.0)	(3.0)
	v. Ability to run a Directorate/Unit	(4)	-	-	(1.5)	(2.0)	(2.5)
	vi. Ability to formulate coherent policies and competence in interpreting extant University's policies	(3)	-	-	(1.5)	(1.5)	(4.0)
	Total	**100**	**40**	**50**	**60**	**70**	**80**