



# LAGOS STATE UNIVERSITY, OJO

## CONFIRMATION OF APPOINTMENT FORM FOR SENIOR STAFF (ADMINISTRATIVE & TECHNICAL)

**(A) STAFF DATA:**

1. NAME/PF. No: .....
  2. DEPARTMENT/UNIT: .....
  3. DATE AND GRADE OF FIRST APPOINTMENT: .....
  4. DATE AND GRADE OF PRESENT APPOINTMENT: .....
  5. DETAILS OF WORK DONE SINCE APPOINTMENT: .....
- .....  
.....  
.....

.....  
*Signature*

.....  
*Date*

**(B) GUIDELINES FOR CONFIRMATION OF APPOINTMENT:**

- (a) The recommendation of the Head of Department shall be based on the following:
  - (i) Satisfactory Performance on the Job
  - (ii) Staff Performance Appraisal and Development Report
- (b) All Appointments subject to Confirmation shall lapse unless confirmed
- (c) The Appointments and Promotions Committee may grant an extension but where an extension is granted, it shall not exceed one year during which the appointment shall be confirmed or terminated.

**(c) RECOMMENDATION OF SUPERVISORY HEAD:**

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.....  
.....

.....  
*Name*

.....  
*Signature & Date*

**(D) COMMENT BY MEMBER OF STAFF**

I agreed/disagreed with the recommendation of my Head of Department/Division. I have these additional comments. (Extra sheets may be used if space provided is not enough).

.....  
SIGNATURE OF STAFF

.....  
DATE

**(E) RECOMMENDATION OF THE HEAD OF DEPARTMENT/DIVISION:**

.....  
.....

.....  
*Name*

.....  
*Signature & Date*

**(FOR OFFICIAL USE – ESTABLISHMENT DIVISION)**

- (F) SPADEV SCORE:**
- (I) ..... / ..... = .....
- (II) ..... / ..... = .....
- (III) ..... / ..... = .....

**Average Score:** = .....