

UNIVERSITY OF ILORIN, NIGERIA

DIRECTORATE OF HUMAN RESOURCES



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CONFIRMATION OF APPOINTMENT FOR JUNIOR STAFF

PERSONAL FILE NO. UIL/JSE/PF/.....

1. Name of Officer:.....
(Surname) (Other Name)
2. Department/Unit:.....
3. Faculty:.....
4. Date of First Appointment:.....
5. Post:..... Grade Level:.....
6. Faculty/Department/Office/Unit posted to since Appointment.

From:.....

To:.....

.....
Signature of Staff

.....
Date

SECTION 'B'

(TO BE COMPLETED BY HEAD OF DEPARTMENT)

1. Please assess and report fully, the performance and conduct of the staff to justify the request for confirmation of appointment.
2. Specific Recommendation by the Head of Department.

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Name of Head of Department

.....
Signature & Date