



NIGERIAN DEFENCE ACADEMY
ANNUAL APPRAISAL
FORM FOR

JUNIOR CIVILIAN STAFF

Name:

Rank:

Dept:

File No:

GUIDELINES FOR THE APPRAISAL OF JUNIOR CIVILIAN STAFF

1. In addition to meeting the requirements for promotion, a junior civilian staff must earn a minimum of 35 points out of the 50 points on performance to qualify for promotion or annual increment. Failure to meet this requirement shall be unacceptable and may attract sanctions.
2. Employees on CONTISS **1 – 5** bracket must serve for at least **3 years** after his/her last appointment or promotion before he/she can be recommended for promotion.
3. Staff on CONTISS **5 moving to 6** are required to spend a minimum of **4 years** to earn promotion.
4. The appointment of any promotable staff must have been confirmed by NDA.
5. Any employee recommended for promotion to a higher post must possess the qualifications and experience required for the post as contained in the NDA Scheme of Service or else will not be eligible.
6. Promotion to a higher post shall be subject to vacancy.
7. The effective date of promotion is **1st October**.

POINTS TO NOTE

8. The appraisal exercise should, among others be aimed at the following:
 - a. Identify staff who need to be assigned a different job or schedule of duties, or to be transferred to a job at a similar level in another occupational group or cadre so as to derive optimum benefits from such staff. However, this will be based on available vacancy.
 - b. Identify staff who need to go for further training in order to improve on their performance.
 - c. Identify those who have attained retirement age or are considered physically or mentally incapable of carrying out their duties. Such staff are to be recommended for retirement or termination of appointment as the case maybe.

LEVEL OF RESPONSIBILITIES:

9. The following are the levels of responsibilities in the appraisal process.
 - a. Appraisee shall be held accountable for false entry of records.
 - b. The immediate supervisor (Reporting Officer) shall be held responsible for questionable or scanty assessment not supported by evidence/examples.
 - c. The HOD is to carefully check any anomaly, contradictory assessments and violation of the above rules and draw the attention of the Reporting Officer before completing Section C.

NIGERIAN DEFENCE ACADEMY, KADUNA
JUNIOR STAFF ANNUAL APPRAISAL FORM 20.....

SECTION A: (To be completed by the Appraisee)

File No:.....

Phone No:.....

Email-address.....

1. Department:..... Unit/Section:.....

2. **General Information**

a. Name:.....

(Surname)

(Other Name (s) IN BLOCK LETTERS)

b. Date of Birth.....Marital Status.....

DD

MM

YYYY

3. **Qualification(s) (To include Diploma and Certificates)**

Qualification	Awarding Body	Date

4. **Previous Employment History (before joining NDA if applicable)**

Organization	Post Held	Date Engaged	Date Left	Reason for leaving

5. **Promotion History in NDA**

(Beginning with initial appointment and ending with the promotion position and date attained)

Post

Department

Date

.....

.....

.....

.....

6. Present Salary CONTISS.....Step.....(N.....)

7. Training Undertaken (Since Joining NDA)

<u>Title</u>	<u>Organizing Body</u>	<u>Period</u>
.....
.....
.....
.....

8. Present Job (State below in order of importance the main duties performed during the period of report)

.....

.....

.....

.....

.....

SECTION B.

(To be completed by the Appraisee's immediate Supervisor in Consultation with the Head of Department as necessary).

1. Do you and the person reported upon agree on the job description on 8 above and the order of importance? If not please explain.

.....

.....

Assessment of Performance

2. Give a concise and verifiable report on the staff's conduct and performance with specific reference to the following:

a. Jobs Carried Out:

.....

.....

.....

b. Commitment:.....

.....

.....

c. Development/Improvement Required:

.....

.....

Rating of Performance

3. The score to be awarded must be reconciled with (Paragraphs 2 Section B above)

Serial	Criteria	Maximum score	Score obtained
a.	Qualification	4 Points	
b.	Integrity	4 Points	
c.	Team Work	4 Points	
d.	Appearance	4 Points	
e.	Inter-Personal Relationship with colleagues/ public	5 Points	
f.	Punctuality	6 Points	
g.	Competence on the job	6 Points	
h.	Timeliness-Ability to meet deadlines	6 Points	
i.	Acceptance of responsibility	6 Points	
j.	Discipline	5 Points	
k.	TOTAL	50 POINTS	

4. **Details of letter of displeasure/warning(s) or any other disciplinary action taken and dates:**

- a.
- b.
- c.

Note: There is no promotion for staff who receives letter of displeasure/warning in the year under review.

5. **DECLARATION BY REPORTING OFFICER:**

Ihereby declare that the above report has been written with highest sense of responsibility and to the best of my judgment and with due regard to my conscience.

6. **He/She has served under me for a total period of.....years/months**

.....
Signature of immediate Supervisor

.....
Date

.....
Name of immediate Supervisor

.....
Rank

SECTION C

(To be completed by the Head of Department after due consultation with the immediate Supervisor)

1. Recommendation by Head of Department/Director (Fill whichever is applicable)

- a. Promotion to:.....Effective Date:.....
- b. Annual Increment.....Effective Date:.....
- c. Warning:.....
- d. Withhold increment from:.....To.....
- e. Other recommendation (e.g Redeployment, reassignment, re-designation of duties with reasons).....
.....
- f. To be counselled.....
- g. To be reduced in rank/demotion.....

.....
Signature of HOD/Director

.....
Date

.....
Name of HOD/Director

.....
Rank

Certification by the Appraisee

2. I certify that I have seen the contents of this report and that my immediate supervisor has discussed them with me, I have the following comments to add:

.....
.....
.....

.....
Signature of Officer reported on

.....
Rank

.....
Date