



NIGERIAN DEFENCE ACADEMY
ANNUAL APPRAISAL
FORM FOR

**SENIOR ADMINISTRATIVE
AND TECHNICAL STAFF**

Name:

Rank:

Dept:

File No:

GUIDELINES FOR THE APPRAISAL OF SENIOR NON-TEACHING STAFF

OBJECTIVES

1. The objectives of the Senior Staff Appraisal Exercise are to:
 - a. Assess the knowledge, skills and attitude of the staff for the year under review.
 - b. 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 may be.
 - c. Provide feedback against set standards.
 - d. Reward achievements or sanction failure.
 - e. Improve organizational performance.
 - f. Identify staff training needs.

CONDITIONS

2. The following conditions are to be adhered to:
 - a. The minimum overall score required for promotion from **CONTISS 6 – 8** is **35 scores** over a total of **50 points**.
 - b. The minimum overall score required for promotion from **CONTISS 8 -11** is **70 scores**, comprising **45 scores** in performance rating and **25 scores** in Competency Test and Oral Interview.
 - c. The minimum scores required for promotion from **CONTISS 11** and above is **75 scores**, comprising 50 scores in performance rating and **25 scores** in Competency Test and Oral Interview.
 - d. An employee must have served for at least **3 years** on the new appointment or **3 - 4 years** after the last promotion as the case may be before he/she can be recommended for promotion.
 - e. The appointment of any promotable staff must have been confirmed by the Academy.

- f. 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, in addition to passing the Competency Test and Oral Interview as may be applicable.
- g. Promotion to a higher post shall be subject to vacancy in the NDA Establishment.
- h. The effective date of promotion is 1st October.

LEVEL OF RESPONSIBILITIES

- 3. The following responsibilities apply:
 - a. Appraiser will be held accountable for false entry of records.
 - b. The immediate supervisor (Reporting Officers) will be held responsible for questionable assessment or scanty assessment not supported by evidence/examples.
 - c. The Heads of Units/Section/Centers/Directorates to carefully check any anomaly, contradictory assessments and violations of the above rules and draw the attention of the Reporting Officer before completing Section C.

6. **Promotion History in NDA**

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

<u>POST</u>	<u>DEPARTMENT</u>	<u>DATE</u>
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7. **Present Salary CONTISS.....Step..... (N.....)**

8. **Courses/Seminars/Conferences/Workshops attended since in the last 3 years.**

<u>TITLE OF COURSE</u>	<u>ORGANIZING BODY</u>	<u>PERIOD</u>
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9. **Present Job (State below in order of importance the main duties performed during the period of report)**

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10. **Details of any Professional Publications(s)/Invention(s):Applicable to only CONTISS 11 and above**

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11. **Service on Academy Committees in the year under review (Applicable to only CONTISS 7 and above)**

Name of Committee	Date		Status
	From	To	

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 serial 9 and the order of importance? If not please explain.

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2. **Assessment of Performance. (Relate to Serial 9)**

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

a. Jobs Carried Out:

.....

b. Significant Contributions/Achievements:

.....

c. Development/Improvement Required by the Staff:

.....

3a. Rating of Performance for CONTISS 6-8 (As applicable)

Criteria	Details of Score on the Criteria	Max Score	Score Obtained
(a) Academic Qualification	(1) Basic qualification (ND, HND, BSc/BA)	5	
Sub -Total		5	
(b) Relevant Experience	One point per year of each relevant experience subject to a maximum of 5 points	5	
Sub- Total		5	
(c) Competency Rating	(1) Competency on the Job	3	
	(2) Initiative and Creativity	3	
	(3) Service in Academy Committees	2	
	(4) Supervisory Ability	2	
	(5) Evaluation and Development of Subordinates	2	
	(6) Team Work	2	
Sub-Total		14	
(d) Personal Attributes	(1) Sense of Duty	3	
	(2) Integrity/Punctuality	3	
	(3) Appearance	2	
	(4) Written Expression	3	
	(5) Oral Expression	2	
	(6) Discipline	3	
	(7) Timeliness in executing tasks	3	
	(8) Meticulousness	2	
	(9) Reliability under pressure	3	
	(10) Inter-personal Relations	2	
Sub-Total		26	
GRAND TOTAL		50	

3b. Rating of Performance for CONTISS 8 – 11 (As applicable)

Criteria	Details of Score on the Criteria	Max Score	Score Obtained
(a) Academic Qualification	(1) Basic qualification (HND, BSc/BA)	5	
Sub -Total		5	
(b) Relevant Experience	One point per year of each relevant experience subject to a maximum of 5 points	5	
Sub- Total		5	
(c) Competency Rating	(1) Competency on the Job	3	
	(2) Initiative and Creativity	3	
	(3) Service in Academy Committees	2	
	(4) Supervisory Ability	2	
	(5) Evaluation and Development of Subordinates	2	
	(6) Team Work	2	
	(7) Membership of Relevant Professional Bodies	2	
Sub-Total		16	
(d) Personal Attributes	(1) Sense of Duty	3	
	(2) Integrity/Punctuality	3	
	(3) Appearance	2	
	(4) Written Expression	3	
	(5) Oral Expression	2	
	(6) Discipline	2	
	(7) Timeliness in executing tasks	3	
	(8) Meticulousness	2	
	(9) Reliability under pressure	2	
	(10) Inter-personal Relations	2	
Sub-Total		24	
Competency Test	(1) Written Test	40	
	(2) Oral Interview	10	
Sub -Total		50	
GRAND TOTAL		100	

3c. Rating of Performance for CONTISS 11, 12 (for promotion to CONTISS 13 and above) (As applicable)

Criteria	Details of Score on the Criteria	Max Score	Score Obtained
(a) Academic Qualification	(1) Basic qualification (HND, BSc/BA)	5	
	(2) Master's Degree	5	
	(3) Others (PhD)	2	
Sub -Total		12	
(b) Relevant Experience	One point per year of each relevant experience subject to a maximum of 5 points	5	
Sub- Total		5	
© Competency Rating	(1) Competency on the Job	3	
	(2) Initiative and Creativity	3	
	(3) Service in Academy Committees	2	
	(4) Supervisory Ability	2	
	(5) Evaluation and Development of Subordinates	2	
	(6) Team Work	2	
	(7) Membership of Relevant Professional Bodies	2	
	(8) Publications/Inventions	2	
Sub-Total		18	
(d) Personal Attributes	(1) Sense of Duty	3	
	(2) Integrity/Punctuality	3	
	(3) Appearance	2	
	(4) Written Expression	3	
	(5) Oral Expression	2	
	(6) Discipline	3	
	(7) Timeliness in executing tasks	3	
	(8) Meticulousness	2	
	(9) Reliability under pressure	2	
	(10) Inter-personal Relations	2	
Sub-Total		25	
Competency Test	(1) Written Test	30	
	(2) Oral Interview	10	
Sub -Total		40	
GRAND TOTAL		100	

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

- a.
- b.
- c.

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

5. **Summary of Assessment**(This must be consistent with Paragraphs 2 and 3).

The staff is:

- Outstanding and exceptionally effective - A
- Very good and effective - B
- Good - C
- Fair and performs without serious shortcoming - D
- Unsatisfactory - E
- Unproductive and should be terminated - F

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:.....
- e. Training Recommendation (relate to Para 2c):
.....

- f. Other recommendation:.....
E.g Redeployment, reassignment, re-designation etc.....
- g. To face Staff Disciplinary Committee:.....
- h. To obtain more qualifications/experience before the next Promotion.....
- i. To be counselled:.....
- j. To be reduced in rank/demotion:.....

2. **Justification for Recommendation:**

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3. **Declaration:**

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

Signature of HOD/Director

Date

Name of HOD/Director

Rank

Certification by the Appraisee

4. 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 (if any):

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Signature of Officer reported on

.....
Rank

.....
Date