MEMORANDUM

From: ED (CS&A) **Ref:** NMDPRA/CS&A/ED/Vol.1/25

To: All Staff **Date:** 7th November 2023

2023 ANNUAL PERFORMANCE APPRAISAL GUIDELINE

Please find below the 2023 annual staff performance evaluation guidelines for implementation.

1.0 APPRAISAL TIME-TABLE AND NOTATIONS:

a) The 2023 annual Appraisal exercise will commence on Tuesday, 7th November and end on Tuesday, 28th November 2023.

b) The period covered by the appraisal is January to December 2023.

c) Appraisal forms will be mailed to all Staff along with this Memo for their guidance. The form is expected to be completed by each staff, the reporting officer, and the countersigning officer respectively.

d) Completed forms are to be returned to the Headquarters Corporate Services and Administration (CS&A) on or before 28th November 2023.

e) ONLY cases with tangible reasons shall be considered after the deadline. Any other submission after the deadline will attract minimum performance incentive bonus.

f) Staff are to be appraised in line with the agreed tasks and expected outcomes assigned to them by their supervisors.

g) All cancellations/alterations on the appraisal forms, MUST be initialled, endorsed and dated by both Appraisee and Appraiser.

h) The Assessment of job performance (tasks and activities) sheet shall constitute 60% of the appraisal scores while the qualitative assessment (soft skills) sheet shall constitute 40% of appraisal score.

i) Appraising Officers should endeavour to ensure that recommended trainings are geared towards closing gaps in the identified improvement areas of the appraisee.

j) Appraising Officers are to write the scores that best describe the staff performance during the review. Scores should reflect actual staff's performance and any instance of unrealistic score or subjectivity by appraising officers will trigger an administrative review.

k) Staff can print multiple sheets where necessary to capture more tasks, however, each sheet should be endorsed by both the Appraisee and Appraising Officer.

2.0 RESPONSIBILITY FOR APPRAISAL

I. Team Leads are to appraise team members on grade levels M1 - JS while the State Co-ordinators or Assistant Director/Deputy Directors act as Countersigning Officers depending on the reporting line.

II. Senior Managers/Assistant Directors are to appraise Managers on grade level M2, while the Deputy Directors, State and Regional Co-ordinators act as Countersigning Officers depending on the reporting line of the Officers and peculiarity of a particular location.

III. Where existing, Assistant Directors and Senior Managers are to be appraised by the Deputy Director as the case maybe, while the Executive Director or Directors of the Directorates are to act as countersigning officer, depending on the officer's reporting line.

IV. State Coordinators are to be appraised by the Regional Coordinators while the Executive Director (DSSRI) acts as the countersigning officer.

V. The Executive Directors are to appraise the Directors, Deputy Directors, and Regional Coordinators as the case maybe, while the Authority Chief Executive (ACE) acts as Countersigning Officer depending on the reporting line.

3.0Contacts for Seeking Clarification:

Should further clarification be required on the performance appraisal exercise, kindly reach out to the following HR personnel:

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The above guidance is for strict implementation by all staff, please.

Bashir A. Sadiq

CC: Authority Chief Executive (ACE)
Executive Director (DSSRI)
Executive Director (Finance & Account)
Executive Director (MDGIF)
Executive Director (HPPITI)
Executive Director (ERSP)
Executive Director (HSEC)