



NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

EMPLOYEE PERFORMANCE AND DEVELOPMENT FORM (Levels SS1 & above)

Name of Staff (Appraisee)	SOLOMON ATTAH				
Staff ID	12144	Dir/Div/Dept	PRSD/EQ AND BIOMETRICS	Year in review	2025
Job Title	SUPERVISOR EQ & BIOMETRIC	Date to Current Job/Position	30/06/2025	Date to NCDMB	2012
Grade level	SS1	Date to Grade level	01/01/2023	Retirement date	2040

This form will be used for documenting agreed objectives and also for evaluating performance against these set objectives.

Ratings Scale – use this rating scale to assess employee performance during the period.

Scale	Title	Description
5	Outstanding <i>(Consistently exceeds expectations)</i>	<ul style="list-style-type: none"> Performance represents an extraordinary and consistent level of achievement and commitment in terms of quality, time to deliver, technical knowledge, ingenuity, creativity and initiative. Recognised as a role model and helps others develop deliver their goals or develop this competency
4	Very Good <i>(Meets all and often exceeds expectations)</i>	<ul style="list-style-type: none"> Performance exceeded expectations. All goals, objectives, and targets were achieved above the established standards. May be viewed as a mentor that helps others develop this behaviour
3	Good <i>(Consistently meets expectations)</i>	<ul style="list-style-type: none"> Performance met expectations in terms of quality of work, efficiency, and timeliness. Demonstrates behaviours that are appropriate for the role
2	Fair <i>(Sometimes meets expectations)</i>	<ul style="list-style-type: none"> Performance failed to meet expectations, and/or one or more of the most critical goals were not met. Needs to develop this competency to achieve results
1	Poor <i>(Does not meet expectations)</i>	<ul style="list-style-type: none"> Performance was consistently below expectations, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas. Regularly demonstrates behaviours inconsistent with this competency

SECTION A: OBJECTIVES AND REVIEW (PERFORMANCE PLANNING & REVIEW)

Employee should list out SMART Objectives / Targets to be discussed and agreed with Supervisor at the beginning of the period. This should emanate from the departmental goals, drawn from the directorate/Board's overall objectives for the year. Every objective must be assigned a weighting. The total of the weightings must add up to **100**. The Supervisor must ensure that the employee contributes to the setting of objectives and targets.

Performance Planning Section				Annual Performance Review Section	
SN	Performance Objectives (<i>What will be achieved during the appraisal period? List in priority order.</i>)	Performance Indicators (<i>How is achievement to be measured? What outputs or deliverables are expected?</i>)	% Weight attached	STAFF Rating	SUPERVISOR Rating
1.	Coordinate, evaluate, review and process EQ applications (EQs, TWPs)	Coordinated and ensured applications are processed timely.	25%	4	4



2.	Coordinate and Generate Periodic reports on EQ, TWP and Expatriate Biometric data captured in line with scorecard of the Department	Coordinated timely submission of weekly and monthly reports.	25%	4	4
3.	Develop a tracker for Departmental Activities	Developed a tracker for Departmental activities.	25	5	5
4.	Coordinate Interview Processes for Establishment of new EQ positions	Coordinated EQ interview Processes for new EQ positions and submitted timely report within the period under review.	25	5	5
Total:	Total % (This is calculated as Total Score/Total possible Maximum score multiplied by 100%) 90%				

SECTION B: LEADERSHIP						
Kindly indicate how you have demonstrated each of the competencies listed below during this period. Use rating scale above; 1- 5						
	COMPETENCIES		1	2	3	4
1	Strategic Planning: Able to provide strategic direction, and make decisions on allocating resources to attain strategic goals					√√
2	Business Acumen - Understand business issues, adapt and remain flexible during times of change, comprehend business operations and provide quality insight as to how to achieve goals and ensure business success.					√√
3	People Management – Able to organize employees and build teams to optimize the Board's performance				√√	
4	Stakeholder Relations – Able to manage relationships with different stakeholders and communities.					√√
5	Innovative Thinking – Able to generate new ideas and come up with novel solutions to problems.				√√	
6	Change Management – Has a systematic approach to dealing with the transition or transformation of the Board's goals, processes or technologies					√√
	Cumulative Rating (%) – Calculated as actual score over Total possible maximum score x 100%		90%			
SOLOMON ATTAH _____			ENE ETTE			
Employee's Name, Signature & Date			Supervisors Name, Signature & Date			
ENE ETTE						
Head of DDD Name, Signature & Date						



OVERALL SUMMARY AND RATING

This section is to be completed by the Supervisor and should comprise the overall rating from the sections above. It is computed by adding the score value in each of the Sections A and B

Parameters	Highest score obtainable	Employee's actual score
A – Objectives	100	90
B – Leadership Competencies	100	90
Overall Score (A+B/2) %		90

SECTION C: OTHER INFORMATION

EMPLOYEE PERFORMANCE IMPROVEMENT ACTIONS (Please indicate below the specific improvement and development actions staff should take in the next six months based on the feedback you have given)

Training on Negotiation Skills as this a major skill required at this level
Effective people/team management. Will need this as you get promoted to management level

TRAINING AND DEVELOPMENT NEEDS (Suggest steps such as Training, On-the-job coaching by supervisor or other experienced person, Special Assignments, Activities

1. Leadership Enhancement Training
2. Negotiation Skills
3. Effective Team Management Training.

SECTION D: OVERALL PERFORMANCE RATING

- | | |
|--|---|
| <input type="checkbox"/> 0 – 40%: Poor/Unsatisfactory | <input type="checkbox"/> 41-59%: Fair/Needs Improvement |
| <input type="checkbox"/> 60-79%: Good/Meets Expectations | <input type="checkbox"/> 80-99%: Very Good/Exceed Expectation |
| <input type="checkbox"/> 100% & Above: Outstanding/Exceptional | |

Supervisor's Overall Assessment of Performance, Achievements and Behaviours:

Solomon has performed very well within the period under review

EMPLOYEE'S COMMENTS (Acceptance / disagreement of Supervisor's review, ratings and Developmental Plan. Comments on constraints (if any) in the course of duty

SATISFACTORY



COMMENTS OF SUPERIOR (Director / Head of Department/Directorate) on Performance Review, Ratings and Developmental Plan with Approvals

Solomon has performed very well within the period under review

Appraiser's Name: _____

Appraiser's Signature: _____ Date: _____

Head of DDD (Name and Signature): _____

Date: _____

HUMAN RESOURCES – HR Review and Confirmation

Name of HR Representative: _____

Designation: _____

Signature & Date: _____