

## CHAPTER 1

# Roles and Responsibilities

### Essential reference materials for writing an effective performance assessment

1. The **Responsibilities and Major Objectives (Accountability)**<sup>1</sup> determined at the commencement of the appraisal period and/or new assignment, and reviewed throughout the year.
2. The employee's **Appraisal Input**.<sup>2</sup>
3. The **Definitions of Qualifications**<sup>3</sup> for the employee's group and level.
4. The **Knowledge Definitions**<sup>4</sup> for the employee's stream and level (where applicable).
5. The **Performance Level Definitions**.<sup>5</sup>
6. The **Formula for Substantiation**.<sup>6</sup>

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<sup>1</sup> See Appendix A - How to Write Accountability

<sup>2</sup> See Appendix J - Employee Appraisal Input Worksheet

<sup>3</sup> See Appendix B - Definitions of Qualifications

<sup>4</sup> See Appendix C - Knowledge Definitions

<sup>5</sup> See Appendix G - Definitions of Performance Levels

<sup>6</sup> See Appendix E - What Is a Full Substantiation?