

Part D - Certification

The Rating Officer is required to certify that the report has been prepared after reading

- a) the Guidelines and Instructions
- b) the appropriate Statement of Qualifications for the level of the employee and for the next level, and
- c) that the contents of the report have been discussed with the employee.

The Reviewing Officer must certify that the report has been reviewed in light of all the above. The employee must certify that she/he has read (a) and (b) above and that the report has been discussed with the rating officer. If there is any disagreement, narrative substantiation must be provided for any point of difference.

Attachment 1

This sheet contains the information on employee career development interests. It is to be detached by APOR and copies distributed as indicated to the Assignment Section (APOA), Training and Development Section (APOD), and Human Resources and Planning Section (APOH).

WE THEREFORE RECOMMEND THAT

1. *The new Rotational Secretary Appraisal Report form (ROSAR) and the abbreviated ROSAR form be adopted as per Annexes 'C' and 'E'.*