

PERSONNEL MANAGEMENT BUREAU

3. Recruitment, Counselling and Promotions Division

CAREER COUNSELLING (All Employees)

Delivery Standard

PERSONNEL
MANAGEMENT
BUREAU

Overview

Assignments Division

Recruitment, Counselling & Promotion Division

Administration Division

Executive Pool/Heads of Mission Division

Services Centre

Employee Assistance Program Provide career counselling assistance to employees upon request, including secondment opportunities and interchanges as part of a career development program (CAP and MTP)

Reply within 1 day



APPRAISALS (All Employees)

Delivery Standard

- 1. Solicit, track, record, store and vet annual appraisals on all employees, both rotational and non-rotational
 - → CR & N/R service groups
 - EX, AR, AS, CS, DD, ED-EDS, EG, EL, EN-ENG, ES, FI, GT, HR, IS, MM, OM, PE, PG, PM, SI
 - ⇒ FS & CO
 - ➡ N/R SCY

January 1



October 1



CO / August 31

2. Provide training to individuals and organizations on DFAIT's appraisal system

Upon request



ACTING PAY

Delivery Standard

1. Process requests for EX acting pay (short-term only)

End of each month.



HR POLICY DEVELOPMENT

Delivery Standard

1. Develop and contribute to the development of sound HR policies

Ongoing

