

Part B - Performance Review

The employee's job description and the narrative assessment of overall performance were placed side by side so that they can be read in relation to each other.

Part C - Assessment of Rated Requirements

A numerical scale is to be used to assess the Rated Requirements for Knowledge, Abilities and Personal Suitability. The range within the scale should allow the rating officer to define better the degree to which the employee did not meet, met, or exceeded the requirements as defined on the Statements of Qualifications for each level. There are no headings under the Knowledge and Abilities requirements. The rating officer must refer to the Statements of Qualifications, thus ensuring that each employee is rated on the same requirements as stated for her/his present level. There has been considerable confusion in the past over just what was to be rated; rating officers were applying different standards, with the result that employees were not being judged equally or fairly.

The narrative substantiation for each of the Rated Requirements immediately follows the numerical assessment. This simplifies the task for the rating officer, employee, ARCs and the promotion board.