

## Role of Personnel

### *Monitor appraisal exercises*

Personnel is responsible for updating these guidelines, distributing appraisal materials, providing guidance on the appraisal process and exercises, and reminding raters, reviewers and employees of their responsibilities and deadlines. Personnel also oversees the functions of the Appraisal Review Committees and the Promotion Boards, and recommends appraisal training for employees, raters and reviewers.