

Should the employee be dissatisfied with any portion of the report, either marks or narrative, the employee is to provide narrative substantiation for each point of difference.

The employee is also encouraged to add any information which may round out the portrait of the work performance. Was there full understanding of what was expected? To what extent did your supervisor help to develop your talents and skills and give recognition to them? Is this report a fair or unfair appraisal of performance?

The report is then to be passed to the Reviewing Officer through the Rating Officer. Both the Rating Officer and the Reviewing Officer are to have access to any remarks made by the employee.