

INSTRUCTIONS FOR COMPLETION OF
ROTATIONAL SECRETARY APPRAISAL REPORTS (ROSAR)

IMPORTANT: These Instructions must be read carefully by the ratee, rater and reviewing officer before completion of the report. They should be passed with the ROSAR to each contributor in turn.

BASIC DATA

This section is designed to record personal data of the employee being rated and should be completed by the employee. While being self-explanatory, some areas may require clarification, such as:

Level of Post

Levels I to IV, as determined by Foreign Service Directive 58, according to Post Differential Levels.

Rating Officer

When the secretary has more than one supervisor, the rating officer would normally be the most senior supervisor and the appraisal is to reflect the views of all supervisors. In the case of a conflict of views, the reviewing officer will decide which supervisor is to prepare the report.