

Chapter 3: Completion of the Appraisal Report Form

Employee stream

e.g. Political/Economic; Trade; Social Affairs; Consular/Management

Employee group/level

e.g. FS-2; EX(FS)-1

Date of appointment to level

Date of last appointment to level or promotion

Assignment title

Be as specific as possible

Mission/division

e.g. Post name; name of HQ division; name of department or regional office and city for secondments

Date of arrival on assignment

Date employee began work, not date of arrival in duty city

Period covered by report

Provide the start and end dates for the period that the rater was the employee's supervisor during the appraisal year. An entire appraisal year for EX and FS employees is from August 1 to July 31. For employees promoted during the appraisal year, the start date is the date of promotion to the new level.

Language of choice for appraisal

Employees have the right to be appraised in the official language of their choice. Raters should ascertain the employee's choice before completing the appraisal. If translation services are required and are not available locally, the rater may seek assistance from Personnel. Raters are responsible for ensuring consistency between the original and the translated text, and for the completion of the translation within the appraisal deadlines.