

narrative assessment need not necessarily be prepared for the period September 1 to September 30. If the secretary arrived at any time between July 1 and August 31, a narrative assessment covering the period from arrival to September 30 should be prepared on the abbreviated secretarial appraisal form. If the secretary arrived more than three months before the end of the appraisal period (i.e., before June 30), a full report should be prepared on the ROSAR form.

WHAT IF THE REPORT  
IS NOT COMPLETED  
ON TIME?

All reports should be completed before the departure of either the secretary being rated or the rating officer. Occasionally, this is not possible and, when this happens, the rating officer must include an explanation in the body of the report.

MUST THE SECRETARY  
SIGN IF SHE/HE  
DISAGREES WITH THE  
REPORT?

Yes. All parts of the report, including additional comments made by the secretary, must be seen and signed by the secretary being rated, the rating officer and the reviewing officer. In the past, some employees have refused to sign their appraisal reports in the mistaken belief that an unsigned report would not be considered by Promotion Boards. All reports are taken into consideration, whether all parties have signed or not. If a secretary disagrees with any part of a report or all of it, she/he should submit her comments to APOU.