

levels may be similar, they differ in the degree of complexity and responsibilities. The employee is to be assessed only on the degree of ability relevant to the employee's present level.

As with Knowledge, an employee may have a particular ability, but not the opportunity to demonstrate it because it is not a requirement of that particular position. The rating officer should determine whether the employee is capable of carrying out the requirement(s) in question and assess her/his potential to do so.

1. Refer to the Statement of Qualifications for the employee's present level. Study the requirements under Abilities and assign a mark to each.
2. A separate narrative is required for each of the Abilities factors. Each mark is to be fully substantiated. Indicate whether the assessment is based on demonstrated ability or on potential to do so. Wherever possible, use examples to illustrate.

CERTIFICATION

Following the preparation of the report by the rating officer, the contents should be first discussed with the reviewing officer, then with the rated employee. The rating officer and the employee should then sign and date the report in the appropriate spaces.