

CHAPTER 3

Completion of the Appraisal Report Form

Why appraise?

- To provide employees with feedback about their performance
- To reinforce and reward excellence and serve as a basis for modifying ineffective work habits
- To assess the employee's potential for promotion and assignments
- To hold managers and staff accountable for completing work assigned

Typeface

All narratives must fit within the confines of the appraisal form.¹ **No attachments will be accepted**, except for employee's comments (where applicable). English reports prepared on a PC must not be prepared in a smaller font than 11 point Univers; French reports must not be prepared in a smaller font than 10 point Univers. When using a typewriter, the equivalent typeface sizes will apply. Improperly completed appraisals will be returned to the rater.

Part I: Basic data

Name

Family name first in BLOCK letters, followed by given names.

Identification number

Use the Personal Record Identifier number (PRI).

¹ See Appendix H - Appraisal Report Forms