

Chapter 1: Roles and Responsibilities

Your comments should specify which portion of the report you are not satisfied with. These comments will be most effective if they provide further substantiation for your qualifications. Keep in mind that your comments will form part of YOUR permanent appraisal record, not your rater's. If you choose to add comments, therefore, they should reflect positively on you, your judgement and your professionalism. Comments that clarify the rater's remarks with further examples or details about the work environment can benefit the employee.

All employee comments must be read and signed by the rater and reviewer. Their signatures do not indicate agreement with the contents. Appraisal Review Committees and Promotion Boards take employee comments into account when assessing overall performance.