

3.5. RATEE

THE PROBLEMS

1. Employees are ignorant of the promotion process in general, and many are unaware of their rights.
2. Employees play a too passive part in the preparation of their own appraisal reports.

DISCUSSION

The promotion process is a mystery to most employees. They do not know how their appraisal reports are scored by the promotion board, or that some of the Rated Requirements have a weight factor. They do not know that, following a promotion exercise, they have a right to see their scoring sheet as used by the promotion board.

Employees, themselves, play a too passive role in the preparation of their own appraisals. Although past directives have encouraged employees to provide their supervisors with a list of activities undertaken during the appraisal period few, in fact, have done this. They are then disappointed when the supervisor fails to make mention of a particular point in their report.

As outlined in Circular Document 34/76 of June 7, 1976, supervisors are encouraged to solicit a one-page narrative summary of the employee's activities during the appraisal period for consideration by the supervisor in preparing the appraisal report.